

**CITY OF WEST MELBOURNE  
POLICE OFFICERS' RETIREMENT BOARD  
QUARTERLY MEETING AGENDA**

City Hall Conference Room  
Second Floor  
2240 Minton Road  
West Melbourne FL 32904  
Wednesday, May 2, 2018  
9:00 a.m.

Pat Bentley Trustee	Richard Cordeau Trustee	James Parsons Trustee	Scott Morgan Chairman	Jennifer Bruno Secretary
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**Disability Information:** In accordance with the Americans with Disabilities Act and F.S.S. 286.26, persons with disabilities needing special accommodation to participate in this meeting should contact the City Clerk's Office, no later than seven days in advance of the proceeding at 321-727-7700 for assistance. If hearing impaired, please call the Florida Relay Service Numbers at 800-955-8771 (TDD) or 800-955-8770 (VOICE) for assistance.

**Appeal Notice:** If a person decides to appeal any decision made by the Board with respect to any matter considered at such meeting or hearing, that person will need to ensure that a verbatim record of the proceedings is made which record includes the testimony and evidence upon which appeal is to be based.

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**1. CALL TO ORDER**

**2. DETERMINATION OF A QUORUM**

**3. APPROVAL OF MINUTES**

- A. Approve the minutes of quarterly meeting February 7, 2018  
*Approved as submitted*

**4. OFFICER AND TRUSTEE REPORTS - *None***

**5. PROCESSED DISBURSEMENTS/DEPOSITS**

- A. Approve plan expenditures and acknowledge receipt of contributions for the second fiscal quarter of 2017/2018  
*Approved plan expenditures and acknowledged receipts as submitted*

**6. CONSULTANT REPORTS**

- A. Dan Johnson and Kerry Richardville – AndCo Consulting (Performance Monitor & Investment Advisory Services)
- Performance Report for quarter ended March 31, 2018
- Mr. Johnson gave a brief update on AndCo Consulting and introduced Kerry Richardville who would be the Retirement Plan's primary consultant going forward. Ms. Richardville presented the quarterly performance report. Total gross fund performance for the quarter ending March 31, 2018 was 0.03 percent (ranking in the top 23 percent of public plans.) Fiscal year to date, the fund was positive 3.82 percent (32<sup>nd</sup> percentile).*

B. Pedro Herrera – Sugarman & Susskind (Attorney)

Advised that he researched the interest rate to be paid on share accounts in response to a question received from a plan participant. An interest rate not less than zero and no greater than three percent was part of the collective bargaining agreement when the share plan was first established and unfunded. The attorney would communicate this to the inquiring participant.

C. Karan Rounsavall – Plan Administrator

- Acknowledge rollover of member contribution for Ahmad Abu Soud (non-vested member) in the amount of \$12,173.50

Acknowledged rollover for Officer Soud as presented above

- Acknowledge commencement of retirement benefit payments to Laura Schrum (ex-spouse of Retiree Charles Schrum) pursuant to Income Deduction Order

Acknowledged receipt of income deduction order (IDO) to divide Retiree Schrum's monthly benefit as stipulated by court. Plan Administrator to submit proper change requests to Salem Trust to comply with IDO.

- Educational Opportunity: Annual Police Officers' & Firefighters' Pension Trustees' School in Tallahassee (June 4 – June 6, 2018)

Announced educational opportunity and advised that Division of Retirement offered similar training in the Orlando area in the Fall.

- Annual Financial Disclosure Forms due to Brevard County Supervisor of Elections no later than July 1, 2018

Announced that forms would be mailed to trustees by the end of the month.

Advised that share plan statements were distributed to participants.

## 7. OLD BUSINESS

## 8. NEW BUSINESS

A. Review of **disability retirement process** by Attorney Pedro Herrera

Attorney Herrera reviewed process for a service-related disability retirement, including collection of medical records, independent medical exam, and informal hearing, etc.

B. Formally acknowledge receipt of line-of-duty disability application submitted by Deputy Chief Daniel Swartzfager and authorize plan attorney to gather medical records and schedule an independent medical exam (IME) in accordance with the process outlined in the retirement plan document and Florida Statutes

Board accepted disability application submitted by Deputy Chief Daniel Swartzfager and authorized attorney to gather relevant medical records and schedule an independent medical exam. Tentatively scheduled informal disability hearing for next quarterly meeting on August 1, 2018 provided medical records were received timely and IME results available.

C. Periodic review of professional service provider agreements

Board expressed its current satisfaction with all professional service providers.

**9. PUBLIC COMMENT**

Board heard from Mary Elizabeth DiGiorgio who was the ex-spouse of a former West Melbourne Police Officer (terminated/vested member). She sought direction from the board as to ensuring that she received the court-ordered share of her ex-spouse's retirement benefits at such time that he reached retirement age.

Board moved to request the plan actuary to calculate the amount of the accrued benefit due to Ms. DiGiorgio in the future pursuant to the court order (i.e. establish a dollar amount), contingent upon the parties paying the cost of the calculation, and the former officer agreeing to the calculation at this time. Attorney Herrera to send correspondence in accordance with the board's direction to the attorneys of record representing the parties.

**10. ADJOURNMENT**