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**POLICE AND FIRE PENSION FUND  
ADVISORY COMMITTEE  
MEETING SUMMARY – OCTOBER 11, 2017 – 9:00AM**

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**PRESENT**

James Holderfield, Chair  
Battalion Chief Sean Hatchett, V. Chair  
Lt. Ellis Burns, Police Representative  
Cpt. Michael Lynch, Fire Representative  
Lt. Michael Shell, Police Representative  
Lt. Christopher Stover, Fire Representative

**STAFF**

Timothy H. Johnson, Executive Director – Plan Administrator  
Steve Lundy, Assistant Plan Administrator  
Chuck Hayes, Pension Benefits Manager  
Lawsikia Hodges, Office of General Counsel  
Bob Sugarman, Fund Counsel – via webex

**EXCUSED**

Rick Townsend, Retired Police Representative

**I. CALL TO ORDER**

*Chairman James Holderfield called the meeting to order at 9:02AM.*

**II. PUBLIC SPEAKING PERIOD**

*There were no requests for Public Speaking. Public Speaking Period was closed.*

**III. CONSENT AGENDA (ITEMS 1-10)**

**1. MEETING SUMMARY TO BE APPROVED**

1. **Summary of the meeting held September 13, 2017**  
Copy held in the meeting file.

*A motion was made by Sean Hatchett to approve the meeting summary for September 13, 2017, seconded by Ellis Burns. The vote was unanimous.*

**2. APPLICATION FOR MEMBERSHIP**

1. **CLEARED (POLICE):**
  
2. **TRUSTEE RULE 13.3 (POLICE):**

*A motion was made by Michael Shell to approve the Applications for Membership (POLICE), seconded by Michael Lynch. The vote was unanimous.*

3. **CLEARED (FIRE):**
  
4. **TRUSTEE RULE 13.3 (FIRE):**

*A motion was made by Ellis Burns to approve the Applications for Membership (FIRE), seconded by Christopher Stover. The vote was unanimous.*

**3. APPLICATION FOR SURVIVOR BENEFITS**

*A motion was made by Sean Hatchett to approve the Application for Survivor Benefits, seconded by Ellis Burns. The vote was unanimous.*

**4. APPLICATION FOR VESTED RETIREMENT**

*A motion was made by Michael Lynch to approve the Application for Vested Retirement, seconded by Ellis Burns. The vote was unanimous.*

**5. APPLICATION FOR TIME SERVICE CONNECTIONS**

*A motion was made by Michael Shell to approve the Applications for Time Service Connections, seconded by Michael Lynch. The vote was unanimous.*

**6. RESCISSION OF DROP PARTICIPATION**

*A motion was made by Sean Hatchett to approve the Rescission of DROP Participation, seconded by Christopher Stover. The vote was unanimous.*

*The committee asked why two different contribution rates are shown. Steve Lundy and Chuck Hayes answered that members paid a 7% pension contribution until July of 2015, then 8% after, due to pension reform.*

**7. REFUND OF PENSION CONTRIBUTIONS**

*The Refund of Pension Contributions were verified with supporting documentation and received as information by the Advisory Committee.*

**8. DROP PARTICIPANT TERMINATION OF EMPLOYMENT**

*The DROP Participant Termination of Employment were verified with supporting documentation and received as information by the Advisory Committee.*

**9. DROP DISTRIBUTIONS**

*The DROP Distributions were verified with supporting documentation and received as information by the Advisory Committee.*

**10. DROP DISTRIBUTIONS FOR SURVIVORS**

*The DROP Distributions for Survivors were verified with supporting documentation and received as information by the Advisory Committee.*

**IV. A MOMENT OF SILENCE WILL BE OBSERVED FOR THE FOLLOWING DECEASED MEMBERS (taken out of order):**

Thomas E. Broward, Retired Police Detective  
Donald G. Butler, Retired Fire Lieutenant  
Vernon H. Simms, Retired Fire Captain  
Linda Treadwell, Retired Firefighter  
Earl H. Williamson, Retired Police Sergeant

**V. OLD BUSINESS**

**1. 2017-09-04CA – APPLICATION FOR MEMBERSHIP**

1. **HODGE, Benjamin D.**  
Previously approved under Trustee Rule 13.3 – amended to cleared
2. **ROLAND, Adam S.**  
Previously approved under Trustee Rule 13.3 – amended to cleared

*A motion was made by Ellis Burns to amend the Applications for Membership of HODGE, Benjamin D. and ROLAND, Adam S. to cleared, seconded by Michael Shell. The vote was unanimous.*

2. **HOLTSMAN, Frank R.**  
Date of Vesting June 16, 2017, to be placed on pension December 2, 2017, monthly pension base amount of \$2,992.42. Police Officer.

Bob Sugarman informed the Advisory Committee that the Application for Vested Retirement of HOLTSMAN, Frank R. is not subject to forfeiture. He said that HOLTSMAN's case was resolved without conviction, and without admission of offense. Bob Sugarman said that he and OGC prepared an opinion letter and thought that it had been sent to the PFPF; however it wasn't sent because of confusion caused by Hurricane Irma. Bob Sugarman said that the bottom line is that there are no grounds for forfeiture.

**A motion was made by Sean Hatchett to approve the Application for Vested Retirement of HOLTSMAN, Frank R., seconded by Christopher Stover. The vote was unanimous.**

## **VI. COUNSEL REPORTS**

*Lawsikia Hodges & Bob Sugarman*

### **1. Ordinance 2017-564 – Staggering Terms Update**

*Lawsikia Hodges said that Council has approved 2017-564. She said that the initial terms have been staggered by 2, 3, and 4 years for the three Fire and the three Police Advisory Committee Members. She said that the Retired Advisory Committee Member's term will remain at 4 years.*

### **2. Benefit Correction Policy Update**

*Lawsikia Hodges said that she and Bob Sugarman have been discussing this policy, and are currently working on it. She said that the policy, once completed, would come back to the Advisory Committee.*

*Bob Sugarman said that Rounsville has requested an appeal, and that the Fund Counsel is dealing with Rounsville's lawyer.*

*James Holderfield added that Michael Rounsville's pension wouldn't start until 2019, so there is some time left to deal with this issue.*

## **VII. EXECUTIVE DIRECTOR'S REPORT**

*Timothy Johnson*

### **1. Election Update**

*Timothy Johnson said that the PFPF is now administering the timeline of the election which was presented to the Board. He said that all members have been notified to qualify if they are interested in running for a seat on the Advisory Committee or Board of Trustees. He outlined the qualification notices sent:*

*1 notice to active Police for the 3 Police Advisory Committee Members;  
1 notice to active Police for the Police Trustee Member;*

*1 notice to active Firefighters for the 3 Firefighter Advisory Committee Members;  
1 notice to active Firefighters for the Firefighter Trustee Member;*

*1 notice to retirees for the Retired Advisory Committee Member*

*Steve Lundy said that the qualification forms are ready at the front desk for the Advisory Committee members to fill out if they are interested in running for reelection.*

*Timothy Johnson read his draft election rules which will be presented to the Board of Trustees at their October 20<sup>th</sup> meeting.*

## **2. Bailiff Time Service Connections Update**

*Timothy Johnson said that the PFPF started accepting Time Service Connection (TSC) applications from former Bailiffs wishing to connect time served as a Bailiff. He said that these applications give these members a spot in the line to make their TSCs as the PFPF works with OGC, Employee Services, and JSO HR to develop a policy for administering the TSCs.*

*Timothy Johnson informed the Advisory Committee that the Financial Investment and Advisory Committee (FIAC) will be going through public records and ethics training at their meeting on October 13<sup>th</sup>. He said that the Advisory Committee may hold one of these training sessions next year if they would like.*

*Michael Lynch asked for a Chapter Fund status update.*

*Timothy Johnson said that the State Report was submitted in September, and that the PFPF staff is talking with Tallahassee daily. He said that he hopes to have – before the October 20<sup>th</sup> Board Meeting – a date at which the PFPF could anticipate the State's release of the report.*

*Michael Lynch asked why the PFPF does not specify beneficiaries – other than the spouse – of Members as they relate to the payment of remaining DROP account balances upon the Members' deaths.*

*Lawsikia Hodges read from the ordinance code, which states that if there is no surviving spouse, a Member's remaining balance in the DROP account must go 'to the estate' of the deceased Member.*

*Lawsikia Hodges said that an ordinance change would be necessary to change that policy.*

*Bob Sugarman agreed, saying that an ordinance change would be necessary to keep the DROP money from going to probate.*

**VIII. NEW BUSINESS**

**IX. NEXT MEETING**

***Wednesday, November 8, 2017 at 9:00AM***

**X. ADJOURNMENT**

***Chairman James Holderfield adjourned the meeting at 9:43AM.***

**NOTES:**

Any person requiring a special accommodation to participate in the meeting because of disability shall contact Steve Lundy, Assistant Plan Administrator, at (904) 255-7373, at least five business days in advance of the meeting to make appropriate arrangements.

The public meeting may be continued to a date, time, and place to be specified on the record at the meeting. If any person decides to appeal any decision made with respect to any matter considered at this public meeting such person will need to a record of proceedings, and for such purpose such person may need to ensure that a verbatim record of the proceedings is made at their own expense and that such record includes the testimony and evidence on which the appeal is based.

Additional items may be added / changed prior to meeting.

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James Holderfield, Chairman

To be approved at the Advisory Committee Meeting on November 8, 2017