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

PRESENT

James Holderfield, Chair
Battalion Chief Sean Hatchett, V. Chair
Lt. Michael Lynch, Fire Representative
Lt. Michael Shell, Police Representative
Rick Townsend, Retired Police Representative

STAFF

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

EXCUSED

Lt. Ellis Burns, Police Representative
Lt. Christopher Stover, Fire Representative
Steve Lundy, Assistant Plan Administrator

GUESTS

I. CALL TO ORDER

Chairman James Holderfield called the meeting to order at 9:01AM.

II. PUBLIC SPEAKING PERIOD

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

III. CONSENT AGENDA (ITEMS 1-11)

1. MEETING SUMMARY TO BE APPROVED

- 1. Summary of the meeting held July 12, 2017**
Copy held in the meeting file.

A motion was made by Michael Lynch to approve the meeting summary for July 12, 2017, seconded by Rick Townsend. The vote was unanimous.

2. APPLICATION FOR MEMBERSHIP

A motion was made by Michael Shell to approve the Applications for Membership, seconded by Sean Hatchett. The vote was unanimous.

3. APPLICATION FOR SURVIVOR BENEFITS

A motion was made by Michael Shell to approve the Applications for Survivor Benefits, seconded by Sean Hatchett. The vote was unanimous.

4. APPLICATION FOR VESTED RETIREMENT

- 1. HERRINGTON, Tina J.**
Date of Vesting March 24, 2017, to be placed on pension
April 28, 2028, monthly pension base amount of \$1,107.24.
Police Officer.

A motion was made by Michael Shell to approve the HERRINGTON, Tina J.'s Application for Vested Retirement, seconded by Michael Lynch. 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.

The Advisory Committee deferred the Application for Vested Retirement made by HOLTSMAN, Frank R. until the next month's meeting, in order for the Fund Counsel to review because the Member's pension may be subject to forfeiture.

5. **APPLICATION FOR TIME SERVICE CONNECTIONS**

A motion was made by Rick Townsend 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 Michael Shell. The vote was unanimous.

7. **REFUND OF PENSION CONTRIBUTIONS**

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

8. **SHARE PLAN DISTRIBUTIONS**

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

Bob Sugarman informed the Advisory Committee that if the pension of HOLTSMAN, Frank R. is forfeited due to a conviction, then the Fund would recover the Share Plan Distribution amount that was made to him.

9. **DROP PARTICIPANT TERMINATION OF EMPLOYMENT**

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

10. **DROP DISTRIBUTIONS**

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

11. **DROP DISTRIBUTIONS FOR SURVIVORS**

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

IV. **OLD BUSINESS**

1. **2017-07-04CA – APPLICATION FOR MEMBERSHIP**

1. **GARDNER, Zachary K.**

Previously approved under Trustee Rule 13.3 – amended to cleared

A motion was made by Sean Hatchett to amend the Application for Membership of GARDNER, Zachary K. to cleared, seconded by Michael Shell. The vote was unanimous.

2. **Share Plan Distribution Question re: HEATON, James R.**
Chuck Hayes

Chuck Hayes clarified Sean Hatchett's question last month about the dollar amount of HEATON, James R.'s Share Plan Distribution.

V. **COUNSEL REPORTS**

Lawsikia Hodges & Bob Sugarman

1. **Ordinance to Stagger Terms**

Lawsikia Hodges discussed the draft ordinance which would stagger the terms of the Advisory Committee, and the FIAC. She told the Advisory Committee that the Board of Trustees voted to direct the ordinance to be drafted at their last meeting.

The Advisory Committee discussed how the staggered terms would be assigned to each candidate after the election, and indicated that they would like the term lengths to be distributed by vote count. Lawsikia Hodges said that the policy should ultimately be approved by the Board.

2. Participation of DROP Members in the Share Plan

Bob Sugarman briefly described the draft opinion, and in summary, the PFPF has been administering the Share Plan correctly.

3. Internal Revenue Code Compliance of Share Distributions to DROP Members

Bob Sugarman briefly described the draft opinion on IRS compliance which concludes the PFPF has been administering the Share Plan distributions to DROP Members correctly. He clarified a question by Michael Lynch related to 'in-service distributions'.

Sean Hatchett asked for clarification as to whether any changes would be made to the Share Plan administration.

Timothy Johnson and the Advisory Committee discussed the 2017 Pension Reform, and that as part of the reform, the PFPF would no longer be administering the Share Plan after October 1, 2017.

4. Benefit Correction Policy

Lawsikia Hodges said that her office is coordinating with Bob Sugarman to finalize the proposed policy, and it will be presented to the Advisory Committee once completed.

5. Bailiff Time Service Connections

James Holderfield asked Lawsikia Hodges how eligibility for Bailiffs to purchase Time Service Connections would be certified, and which department would make the certification.

Lawsikia Hodges asked for examples of how TSCs are verified currently. She discussed with the Advisory Committee that more meetings would be needed to draft a proposed policy.

Timothy Johnson said that the PFPF could put a line in the newsletter that more time is needed to work out the details of the Bailiff Time Service Connection process.

VI. EXECUTIVE DIRECTOR'S REPORT

Timothy Johnson

Timothy Johnson said that Chuck Hayes had done a good job coordinating with JFRD and JSO to include language in employees' separation paperwork that informs the employees that they must contact the PFPF within 30 days of separation to set up their benefit. Per the ordinance, after 30 days, a refund is cut automatically. The language would help prevent these employees potentially missing that deadline.

1. Affidavits

Chuck Hayes notified the Advisory Committee that the annual affidavits have been sent out to all pensioners.

Timothy Johnson said that the reemployment affidavit is on schedule to be sent in January, and that the letter would revert back to the original, simpler draft created by PFPF staff.

Lawsikia Hodges informed the Advisory Committee that the word 'City' in the Ordinance Code does not refer to the independent agencies, regarding the reemployment of pensioners.

2. Direct Deposit Statement Update

Timothy Johnson informed the Advisory Committee that in order to minimize costs, the PFPF will discontinue sending bi-weekly direct deposits to all pensioners by default. Members may opt-in if they wish to continue receiving the statements.

Timothy Johnson also thanked Chuck Hayes for his initiative to begin the development of an online portal with ITD for pensioners to use to check their pension information.

VII. NEW BUSINESS

VIII. NEXT MEETING

Wednesday, September 13, 2017 at 9:00AM

IX. ADJOURNMENT

Chairman James Holderfield adjourned the meeting at 10:05AM.

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.

SL

James Holderfield, Chairman

To be approved at the Advisory Committee Meeting on September 13, 2017