

*Police Rec 4-18-16*

**MINUTES OF THE BOYNTON BEACH POLICE OFFICERS' & FIREFIGHTERS'  
PENSION FUND SPECIAL JOINT BOARD MEETING HELD ON  
WEDNESDAY, MARCH 16, 2016 AT 9:00 A.M. AT FIRE STATION NO. 5  
2080 HIGH RIDGE ROAD, BOYNTON BEACH, FLORIDA**

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**PRESENT:**

**Fire:**

Matt Petty, Chair  
Luke Henderson  
Bob Taylor  
Helen "Ginger" Bush  
Jonathan Raybuck

**Police:**

Toby Athol, Chair  
Jason Llopis, Secretary  
Scott Caudell  
Joe DiGuilio  
Russell Faine

Also present: Adam Levinson, Board Counsel, Firefighters' Pension Board  
Bonni Jensen, Board Counsel, Police Officers' Pension Board  
Barbara LaDue, Pension Administrator, Fire and Police Pension Plans

- I. **CALL TO ORDER** – Toby Athol, Chairman - Police  
Matt Petty, Chairman – Fire

Chairmen Petty and Athol called the special meeting to order at 9:55 p.m.

Self-introductions were made by all the Board members. Attorney Jensen announced Benefits USA was not making a presentation which was why the meeting started so late. Attorney Levinson commented the firm was given the opportunity to attend the meeting via phone, but they declined. He thanked the Boards for meeting collaboratively because there are economies of scale to use the same administrator and it gives purchasing power to the Boards, although neither Board is obligated to use the same administrator. Attorney Levinson pointed out Ms. LaDue planned to stay until December and provide assistance to her successor. Ms. LaDue has been the Pension Administrator for 21 years.

II. **AGENDA APPROVAL -- N/A**

III. **APPROVAL OF MINUTES – N/A**

IV. **FINANCIAL REPORTS -- N/A**

V. **CORRESPONDENCE – N/A**

VI. **OLD BUSINESS – N/A**

VII. **NEW BUSINESS:**

- A. Interview Presentations for Administrative Services – RFP for  
Police & Fire Pension Funds:

9:15 - Benefits USA - not present

9:45 – FHATPA

**Doug Falcon, Chief Operating Officer**, explained he moved to Florida in 1982 with Blue Cross/Blue Shield and Boynton Beach was one of his accounts. In 1986, he worked for a third-party administrator handling health insurance plans. In 2000, the business started to change and he got involved in retirement plans in 2002. The first retirement plan he had was IBW in Orlando having up to 1,500 members. The first public pension plan he handled was the City of Lauderhill. They have since become administrators for six other pension plans. They still provide health and welfare and retirement services to union businesses and medical plans to corporate clients. The company had been handling the public pension plans for up to 12 years. Mr. Falcon advised he looked through the plan documents and did not see anything that would cause any difficulty. They are familiar with nearly all of the Plan's service providers. They are a licensed third-party administrator, subject to State review and scrutiny. The nature of the business is problem solving. This past week a client requested their 1095 filings. He ran 800 filings and they finished it in a day. The same level of service would be available to the Boynton plans.

Mr. Falcone noted there was interest in online services and a visual of the Miramar Police website, which he handles, was viewed. It was a self-service site. Members could download forms, obtain resources and most plans they handle have something similar. Some plans do not want web access and for those, he takes a lot of phone calls because people want to speak to a person. Mr. Falcon explained they have not used online calculators, but he spoke to IT and one could be included on the website. It was his experience people often enter unrealistic numbers yielding incorrect information. Mr. Falcone explained most pension calculators are frequently used when an employee is hired and a few years away from normal retirement. Mr. Falcon introduced his colleague "Yolanda" and advised they both would be attending the quarterly meetings.

FHATPA administers the Deerfield Fire and Miramar Police plans which are more active than the General Employee plan. He understood the need for staffing, but was unsure how many hours were needed and accounting and bookkeeping was priced separately. He commented there is a good deal of work involved with pension plans on a day-to-day basis.

The fee included some consideration for staffing. Someone would be available two or three days a week to handle walk-ins. They still have the main office by Pembroke Pines and Mr. Falcone lives in Boca Raton. They are always available by phone or email. He commented he has been getting a lot of calls regarding divorce situations and they involve an attorney on those types of items. There would be some extraordinary expenses which would be built in. They use a trust fund accountant, and they could make some adjustment on the accounting fee, but Mr. Falcon did not want to offer any illusions and then come back and say they made a mistake. They have gone 10 years sometimes without a raise and the firm was a mom and pop entity.

The fee proposal is a monthly fee that would include some type of office personnel. Ultimately the office would be staffed with internal staff until they could determine the level of work.

Ms. LaDue noted she puts in about 15 hours per week each for police and fire mostly handling loans, employees getting ready to retire, withdrawals from DROP accounts and divorces, and she has been getting a lot of phone calls lately. She has about 13 files of people who terminated, deferred vested and current drops which she processes for the actuary. Ms. LaDue explained it is always better to conduct business face to face so she can explain everything and help the employee with determining when to retire. She likes to have the spouse come in when choosing a benefit option, and she always recommends speaking to a financial advisor.

Mr. Falcon explained police and fire plans are high maintenance due to DROP accounts, earlier retirement ages and other considerations. He would have to ascertain the activity levels and then determine the need.

Chair Athol asked for a ball park cost to staff the office Monday to Thursday 6 to 8 hours a day. Mr. Falcon responded if they staffed the office five or six hours a day, it would cost about \$1,000 to \$1,600 a month and they would probably have enough money in the fees to cover the employee. Without staffing and without accounting they would normally charge about \$1,500 per plan. Miramar pays \$1,350 to \$1,400. The last person hired was the spouse of a Metro Dade fireman. She worked for FHATPA, left, had kids and came back.

*(Chair Petty left the meeting at 10:22 a.m.)*

Mr. Taylor asked about the sample of proposed services outlined under the scope of services and the appendix that would be covered under the fee structure. He requested confirmation all the services outlined would be covered under the monthly fee and learned they would.

*(Chair Petty returned to the meeting at 10:23 a.m.)*

Attorney Jensen explained the pension fund owns its system. She described the system they use for accounting and the Pension Resource Center (PRC) database that maintains all the information. When the actuary needs data, Ms. LaDue provides the calculations. The City sends payroll every other week which she downloads and she detailed what the City sends.

Mr. Falcon explained they have a similar system and he described the equipment he uses. They rely on the custodian, but he also uses QuickBooks which lends itself to easy communication with the auditor. Ms. LaDue issues the benefit statements and the actuary reviews them. The thought would be there would be a transition and conversion. He did not think there were that many elements of data in terms of what is required. He explained he would have to review the system, but did not think it would be an issue.

**Meeting Minutes  
Special Meeting Fire and Police Pension Board  
Boynton Beach, Florida**

**March 16, 2015**

Mr. Taylor questioned if the fees as stated, were good for three years. Mr. Falcon responded they were.

Attorney Levinson asked how many times they have been terminated by a governmental plan and learned they were never terminated by any governmental retirement plan, but some firms were bought out. Mr. Falcon explained they had a few claims regarding health and welfare, usually on settlement of high dollar claims. They had a reinsurance carrier that tried to negotiate a hard bargain at Lake Wales and they got dragged into it. They tried a new approach to a third-party claim that was unsuccessful, and the hospital named everyone, but they were never involved in litigation in retirement plans.

Mr. Taylor asked how many clients were added during the last three years. Mr. Falcon responded the firm just got two pension plans which were the Miami Shores General Employees Plan and a police plan, in addition to obtaining a contract to process prescription claims assistance for individuals who cannot afford to pay for prescriptions. Miami Shores has about 60 or 70 claims a month. About a third of the covered lives were contained in the list of references. He also spoke about his largest account.

*(Mr. Faine left at 10:30 a.m.)*

Mr. Taylor asked about the accounting fees and Mr. Falcon explained they were the maximum fees. He thought they could do better on the accounting fees.

*(Mr. Faine returned at 10:31 a.m.)*

Mr. Falcon noted there were quarterly meetings and quarterly financials, not monthly, which would be less money. He would speak to the auditor and find out what they want the CPA to do. Ms. LaDue explained she does monthly financials on both plans. She asked if Mr. Falcon's system creates the benefit statements for the retirees or if the actuary produces them. Mr. Falcon responded they have issued benefit statements, but he would want to look at the benefit statement. When someone retires Ms. LaDue runs a final statement, the member chooses an option and then the actuary reviews it

Mr. Taylor asked if benefit statements were included in the RFP. Attorney Levinson commented that issue could be a separate discussion. Mr. Falcon explained they have nine full-time employees and they have an efficient office.

10:15 - Foster & Foster

**Ferrell Jenne, Head of the Plan Administration Division, Foster and Foster,** thanked all for the opportunity to present and distributed a report. She explained the firm was founded in 1979 focused on actuarial service for public pension plans across the State. They service over 200 plans throughout the State on the actuarial side and provide plan administrative services for 18 plans across the State. Foster and Foster has 14 credentialed actuaries with over 225 years of public sector experience, and staff

is comprised of Fellows of Financial Accountants (FFA) and Enrolled Actuaries and 22 additional members consisting of specialists in plan administration, accounting, and data analysts.

Ms. Jenne was hired in 2010 as the firm's operation manager to ensure deliverables go out on time and on budget, and provide support to trustees and members. She introduced "Tony" as part of plan administration services and she and Tony would be the main point of contact.

Foster and Foster got into plan administration because clients came to them indicating they were best equipped to handle the Plan as they are familiar with the plans rules and financing and they are detail oriented and have established relationships with the stakeholders and other pension-related professionals.

Ms. Jenne explained clients had indicated they wanted a faster turn-around on benefit calculations. They wanted someone to sit down and describe the options available to members. They have administrators and research actuaries, data analysts and accountants which are included in plan administrative services. They have onsite experts they have access to, document security, a secure website and server; they have never been hacked and have encrypted emails. Their servers are backed up off site. They have a longstanding relationship with the plan's consultants and custodians and a dedicated website portal, with different sections for reports and agendas, forms, plan documents, summary plan descriptions, Investment Policy Statements and calculators. Foster and Foster carries a \$4 million email policy and they do not limit their liability in this capacity. Ms. Jenne thought there would be a seamless transition process while working side-by-side with Ms. LaDue.

*(Ms. Bush left at 10:42 a.m.)*

*(Mr. Caudell left at 10:42 a.m.)*

The annual retainer for the Firefighter Plan was \$42,000 and the annual fee for the Police Plan was \$46,000, both payable in monthly installments with a three-year fee guarantee. To date, Foster and Foster have not raised any plan administration fees. They try to price so a fee increase is not needed. If an increase is ever requested, they log hours for plans. There are no processing fees, or hidden costs. The fee includes attendance at four quarterly meeting including travel costs.

*(Mr. Caudell returned to the meeting at 10:44 a.m.)*

The online calculator, website portal and data transfer was included with the fee. Foster and Foster has a main office in Ft. Myers and she works in Ft. Myers and Tampa. If staffing is on site, they would have to provide a price.

Chair Petty noted other services regarding DROP accounts and asked what Ms. LaDue does that someone else would have to do.

*(Ms. Bush returned at 10:45 a.m.)*

Ms. LaDue explained the Firefighters' Plan has their DROP account administration with Alerus, and Ms. LaDue handles the DROP administration for the Police Plan. The fire DROP account fees cost \$500 a quarter. Chair Athol explained every calculation inquiry is a \$60 fee. Ms. Jenne explained some plans provide quarterly or annual updates, and the fee is \$50 per update, per person per statement.

Ms. LaDue inquired if the actuarial work was extra and learned it was included in the fee.

Mr. Taylor asked how many plans use third party/actuarial services and learned there were 18. Attorney Levinson commented they would still need an actuary for the plan's actuarial valuation and the fee would only be for administration.

Chair Athol commented access to her for calculations would be via phone or online. She could also set up meetings before and after the quarterly meetings. Foster and Foster would give a quote if there were any special projects outside the retainer.

Ms. LaDue commented there would be a lot of buy backs of service time and asked if that would be an extra charge and learned it would not.

Mr. Taylor asked if the scope and appendix which had additional services would become part of the contract covered under the fee structure. Ms. Jenne had reviewed the annual share account statements and producing a certificate is an extra \$2,000 per plan and the annual report is \$3,000 per plan. Everything else was included in the fee.

Currently, the auditor prepares the annual report. Attorney Levinson inquired what would happen if either Board wanted more face time on a monthly or weekly basis. Ms. Jenne would give a flat fee depending what was wanted. If someone was in the office once a week for eight hours, the fee would probably be \$650. If they had meetings the same day as a Trustee meeting, there would be no extra fee.

Mr. Taylor requested she send an email itemizing the services not covered including the incremental cost over and above the fee structure.

Attorney Levinson asked if the firm was ever terminated by any Plan for administration. Ms. Jenne responded they have never been terminated, but if they ever would, they would turn over all files to whoever takes over the Plan.

Attorney Jensen explained the Board owns its own pension system including downloads from the City's payroll system and the accounting system is tied to it. Ms. Jenne explained they would move from the current system to Foster and Foster's system. It could stay on the same system and they would maintain it. It was up to the Board. Attorney Jensen asked if Foster and Foster's system could take downloads on salary

information, or if they take annual information from the actuary. Ms. Ferrel responded they could use either.

Ms. LaDue conducts bi-weekly downloads so she could provide current accrued benefits to the members. The calculator would not have the information embedded. Chair Petty asked if Ms. LaDue was doing anything that was not covered in the RFP. Ms. LaDue responded she does the benefit calculations and sends them to the actuary. She asked if Foster and Foster does the same thing. Ms. Jenne explained they could run the estimator, but the actuary signs off on the final estimate. Ms. LaDue commented she runs estimates and the final because the program is very accurate. When the member decides their benefit option, she sends it to the actuary. The actuary has to do the calculations anyway. In this case they are just reviewing the calculations are correct.

Attorney Levinson requested Ms. Jenne make a case how she worked with plans without meeting face-to-face. Ms. Jenne explained when a member prepares to retire it could be done electronically with hard copies mailed to her and she sets up an appointment with the member to explain everything face-to-face.

11:15 - Precision Pension Administrative Service (Heard out of order)

**Dave Williams and Bob Dorn, Precision Pension Administrative Service**, explained in 1983 he was hired as a police officer in Sunrise. He spoke with long standing officers about the retirement system and was told no one retires. His career continued and after three years, he became involved with the pension, which was a General Employees, Firefighters and Police plan all under one umbrella. For the next three years, he learned, trained and educated himself about pensions and in 1989, the three categories of employees were separated into three plans. He became a Trustee and Chairman of the Police Pension Board, remaining in that position until he retired. In 2000, he transitioned from being the Chairman for the Police Pension Plan and became the pension administrator for Sunrise. He started his own company and administered the Sunrise plan for all those years by himself. In 2001, he administered the Hollywood Plan. He wanted to have a niche business and have a fair livelihood that was not too big. He met with Ms. LaDue and Mr. Dorn to conduct due diligence to see if they would be a good fit and review the groundwork already in place. He thought it would be a perfect transition compared to other plans he administers. He handled the West Palm Beach plan and when they took over, the membership was hostile as they were unhappy with the administrator and the way things were done. It took Mr. Williams a year to get the West Palm Beach plan in order.

Bob Dorn explained they are a professional firm. They are transparent, communicate, and post notices so all are aware what is occurring with the Plan. He commented they are dedicated and help the members with issues that arise. Both he and Mr. Williams have both been Chairmen, Trustees, Secretaries and Union representatives for the FOP and PBA and have over 20 years of experience as pension administrators. The service they provide is bar none compared to anyone and he invited the Trustees to contact any

of the actuaries, vendors or members. Messrs. Falcon and Dorn call right back if a member calls and they are busy. The latest they will respond is 24 hours. He encourages member questions and they can call him at any time. They also encourage members to use the website and Mr. Dorn thought both Plans were big enough to have their own website.

When Precision Pensions takes over a plan, they meet with all the Trustees and see what they liked about the prior administrator, what is different and where they want to be one, three and five years down the road. They obtained a Government Finance Officers Association Certificate. The Comprehensive Annual Financial Report is done independently and they award certificates based on the review. The Board wanted to use a CAFR and second to the City of Orlando, Sunrise was awarded a Certificate of Achievement. They also belong to the Public Pension Coordinating Council.

Satisfaction surveys for West Palm Beach and Hollywood were included in the meeting presentation. Mr. Dorn explained sometimes they and the trustees want feedback from the retirees and members and occasional surveys could help identify a new service or level of member satisfaction.

Financials were contained in the handout which detailed expenses that are paid are distributed a week before each meeting. Mr. Williams supported having an office so members would have a place to go locally and it provides a high level of service to the members. Mr. Williams gave a few proposals for on and off site.

Chair Athol asked how many hours the office would be staffed. Mr. Dorn responded it depended on what was needed for the Plan. He thought someone would be there every day for the first six months. Mr. Dorn suggested one or two set days and then a flexible schedule to cover shift work. Mr. Dorn could go to the Police Department or meet members at the office. Mr. Williams suggested they offered a higher standard of service than some of the other presenters.

Information about the website was distributed. The West Palm Beach site had a log in requiring a Social Security number. Mr. Williams did not favor the use of the social security numbers. Members would come up with their own password to be used for access. The file uploaded on the internet is not connected to their services, it is a standalone file and there is no data that could breach one's identify.

Information is backed up on and off site. As to the Plan's computer system, Mr. Williams advised he would have to access it to determine if it needed to be upgraded. If the current software was working for the Plan and it was the best for the Board, they will keep it and adapt to that system. Mr. Williams explained their ITS department created customized software for each plan. The software has been tested and it helps with the State reports and statistical data.

Mr. Taylor noted item 8 of the RFP pertained to a statement of bonding and/or insurance coverage carried by the bidder, and commented the firm did not have

separate insurance at this time. He asked if they would look to the Plan to provide it, with them named as insured and learned they would. There would be no additional expense and they would guarantee the final fee for three years.

Mr. Taylor inquired if items in the RFP's Scope of Services and Appendix would be fully covered and incorporated into the fee structure. Mr. Williams responded they were. Mr. Taylor noted the proposal indicates that all IT costs would be separate from the administration of the Plan.

Chair Petty asked about the cost of the website. Mr. Williams responded it would be no more than \$1,500 to \$2,000 to create and it would be the Plan's website. Monthly maintenance would be \$25 to \$50 per month. Either Mr. Williams or the IT department would upload and update the website. Mr. Dorn explained their file system is secure, locked and has an alarm. There had been breaches with other administrators, and they wanted to address the issue.

Attorney Levinson asked if the firm has ever lost any clients and learned they have not. The new plans they acquired were from administrators who were also making presentations. Mr. Dorn emphasized he or Mr. Williams would handle the work.

Mr. Williams noted Foster and Foster is an actuarial consulting firm. FHATPA are insurance adjusters or processors and Human Resource people. Precision Pensions has the proven history and knowledge to administer the Plan.

#### 10:45 - Pension Resource Centers

**Scott Baur, Pension Resource Centers (PRC), introduced Kerry Dutton, Plan Administrator, and Sergio Giron, the IT Director,** and explained they are already involved with the City's plans. He thanked the Boards for the opportunity to make the presentation about plan administration and the operation of a local office. Mr. Baur noted there are two different plans presently and both Boards may not make the same decision how to operate in the future. He was aware Gary Chapman made a proposal to provide administration services and commented if the Boards still want to operate a local office, there is no substitute for having an administrator available a member can see when they want. Mr. Chapman has an excellent background and does understand the Plans. If the Board's used Mr. Chapman, they could provide the same services they have now and provide operational continuity. The Pension Resource Center's (PRC) primary office is in Palm Beach Gardens and Mr. Baur explained they have the resources and understanding of the plans to back up the selected administrator. He thought Mr. Chapman would be the logical choice.

Mr. Baur explained as administrators they are an acknowledged fiduciary to the Plan and they operate the Plan with the Board. As a systems provider, they host the systems and the data, and had taken the legacy systems and rewrote them to be more current. PRC provides online access to the data, and they were engaged for that type of specific support. They have the data, they understand the benefits and there would be

no break in continuity if they stepped in and did the job. If the administrator got sick, they could step in without downtime.

Mr. Baur explained he has been in pension administration for over 20 years and is passionate about the business and how they service the members. He commented they could administer everything in the RFP and they already do so on a large scale. PRC completes an annual Statement of Standards for Attestation Engagement (SSAE) 16 Report for their own internal controls, procedures and process. There is a people side of the job and information side of the job. A substantial part of the Plan is the maintenance of the information for the reporting process and for determining benefits for individual people.

Ellen Schaffer wrote the programs used by the two Boynton Beach Plans. Mr. Baur has worked with Ms. Schaffer in 2002. She worked with a lot of separate plans and PRC now administers many of those plans, becoming the largest user of her systems. They created a partnership with her to provide continuity and they are capable of maintaining those systems without Ms. Schaffer. PRC can update the system allowing for online member access.

Chair Petty asked what PRC was currently doing and why the switchover with the Firefighters' Plan had not been made yet. Mr. Baur explained the systems are available for use, but they are not really being used, only from the legacy side, and part of that is a transition issue. Ms. LaDue may not learn to use the new system and new interface since she is leaving. The systems are capable of doing everything that was offered, but it was a matter of getting the local office to use them. Mr. Baur explained they were keeping the new system up to date as well as the old system. The new system offers online benefits to members. Any slowness with the original implementation had to do with special benefits, but they are not talking about a year's time.

Ms. LaDue asked if the system was set to go in the last month. Mr. Giron responded they have been polishing the features based on customer feedback. Boynton Beach's application is set to go in about three months.

Ms. Dutton meets off and on site as the Plan is fairly busy. She would schedule the meetings, post the agendas, do minutes, act as liaison between the service providers and Trustees, maintain all records, statements and documents, handle the files, recordkeeping, communicate between the Trustees and work with the members on retirement, benefits, and more.

Mr. Baur explained they provide interim financials for many different plans and interact with auditors, reconcile the accounts, provide reporting, process benefits up to and in addition to issuing checks and payments out of the office including reporting and payments to the IRS. They know the process for account and DROP statements. There will be online access for the members. If they have a local office, it will not replace the kind of individual interaction they have with the members of the plan. He thought if using an outside administrator PRC was the best fit. They will work with the Boards

noting there are some economies of scale and he was confident in terms of their office. They have 21 people who work for them, two attorneys, and they use an outside accounting firm to oversee controls and procedures and complete the SSAE 16 audits. He commented this is what sets them apart from other firms and this was exclusively what they do. He invited all to go on the website. Currently, they provide systems for a fee. For the Firefighters Plan, they planned to add an additional fee for the additional services they were being offered in addition to the fees they already pay of \$1,250 per month. They proposed to provide total plan administration for \$2,875 for Police and \$2,675 for firefighters.

Chair Petty asked what the additional cost to staff the office for about 20 hours per week would be. Mr. Baur inquired if they created that arrangement, if it could be extended to the General Employees plan. Mr. Baur thought it would be about \$500 if the General Employees Plan participated. The additional would be about \$12,000 a year if hired to do total plan administrative services. The other choice is not to maintain the local office. The system they use is cloud based.

*(Ms. Bush left the meeting at 12:10 p.m.)*

Chair Athol commented they want an office somewhere for an administrator. Mr. Henderson asked if they schedule meetings or have an open door. Ms. Dutton explained it depended. Currently, she is very busy and days are booked when she comes. They would be available as much as the demand required.

Mr. Henderson noted items like buy-back of service and divorce and asked if those were included in the fees. The only fee that was not included was related to retirement. He clarified they spend lots of time reviewing retirements with the members and it was a nominal fee. Ten or 12 people retiring is normal, but they had large cities offering buyouts and 300 or 400 employees were retiring at the same time. PRC employees were working 60 and 70 hours to keep up with the demand and the additional revenue was to compensate staff.

Attorney Levinson inquired if they were ever terminated by a Plan and if so, what the circumstances were. Mr. Baur explained they do not lose people, but they had plans close, shutdown or transition to another plan. He read a list and commented they did lose West Palm Beach Police Pension Fund a number of years ago and there were many circumstances involved. Royal Palm Beach and Delray plans were specific situations that had to do with audits that were very political in 2008 which he explained. Those two plans had the same auditor. PRC has 14 separate auditors and they all have different requirements and interpretations regarding GASB as they applied to the plan, so they then managed those expectations to the greatest common factor, and if something is required, they will implement it across the Board. As a result, they engaged an outside audit and accounting firm to oversee the production of the financial statements to be more in conformance to the generally accepted accounting principles. Since then PRC has not lost anyone.

Mr. Baur explained PRC would be happy to continue the relationship in whatever capacity is selected.

**B. Additional Pension Auditors Report -**

- 1) Discussion, review and fee quote on additional reporting requested by City auditor, Scott Porter, CPA. – various Emails.

Attorney Jensen explained the City's auditor contacted the Police Plan auditor requesting additional information. She spoke with Tim Howard, Finance Director, and learned the City needed an opinion from the Plan's auditors to lift the work the auditors did for the Police Plan and put it in the City's Audit. Jeanine Bittinger, Jamieson, Cristini, advised it would cost \$1,500 to do the letter for each Board.

Chair Petty asked if it was expressed to the City they let the Board's know that the next time they need the information they let them know ahead of time before the Plan's audit was completed. Mr. Taylor agreed and recommended they advise the City the Plans were being gracious picking up the fees, and in the future, it was hoped they would do more timely planning so they do not have to incur these fees to the auditors. The City auditor should have notified the Fire and Police plans. Attorney Jensen agreed to convey the message.

Attorney Levinson explained the issue was they just completed the audit and the City's Auditor wanted a reasonable assurance opinion. Had they asked for the information prior to the closing of the audit, it would not have been an issue. Since the audit was finished, the Plan's auditor is charging \$1,500 to do the additional work. It was hoped next year it would not be an issue again.

**Motion**

Ms. Llopis moved to approve the cost for the additional work. Mr. DeGuilio seconded the motion that unanimously passed.

Attorney Levinson commented they checked with other auditors and it would take them much longer to do the work and it would cost a lot more.

**Motion**

Mr. Henderson moved to pay the additional fee. Mr. Taylor seconded the motion that unanimously passed.

Ms. LaDue commented the auditor advised her of the 30 or more plans they audit, they have not had a similar request from any other City.

Discussion followed the members should think about the presentations. Mr. Henderson was leaving the Firefighters' Pension Board, but he would attend the April 29<sup>th</sup> meeting.

They will also have a Board member out of town. After discussion, Police and Fire agreed to meet the on Wednesday, April 13, 2016, at 9 a.m. at Renaissance Commons.

Chair Petty asked about the status of Chief Hoggatt's pension membership. Attorney Levinson explained the General Employees plan talked about it, but the actuary was not present. They are still waiting on the verification of the calculations, and they pay interest. There will be a credit in the General Employee plan and an amount due in the other Plan. Ms. LaDue had already sent a letter to Ms. Dutton.

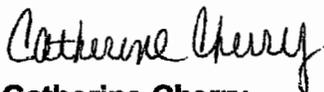
**VIII. PENSION ADMINISTRATOR'S REPORT: N/A**

**IX. PUBLIC AUDIENCE COMMENTS:**

*(Limited to three (3) Minutes)*

**X. ADJOURNMENT:**

There being no further business, there was consensus to adjourn. The meeting adjourned at 12:31p.m.



**Catherine Cherry**  
Minutes Specialist  
31816