

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
OF THE
TAMPA FIRE & POLICE PENSION FUND**

Livestream: <https://attendee.gotowebinar.com/register/5155893006203629067> Webinar ID: 184-851-339

Audio Only: (877) 309-2071 Access Code: 685-454-311

August 26, 2020 1:30 p.m.

The Board of Trustees of the City Pension Fund for Firefighters and Police Officers in the City of Tampa met remotely on Wednesday, August 26, 2020 at 1:30 p.m. for a regular meeting with the following members present:

Douglas Burkett, Chairman
Matthew Belmonte
John Cannon
Trevor Hall
Patrick Messmer

Gregory Reed
Dennis Rogero
Gregory Spearman
Ocea Wynn

Additional participants included Mr. Robert Klausner, General Counsel; Mr. Mark Lenker, External CPA; and active and retired plan members.

1. Approved the minutes of the July 22, 2020 regular board meeting. **It was moved by Mr. Reed, seconded by Mr. Rogero and by unanimous vote to approve the minutes of the July 22, 2020 regular board meeting.**

Consent Agenda: Items on the consent agenda shall be acted upon in one motion. If an item requires additional discussion, that item shall be removed from the consent agenda for discussion. **It was moved by Mr. Messmer, seconded by Mr. Reed and by unanimous vote to approve consent agenda items 2 - 11.**

2. Ratified retirement benefits.
3. Investment Management Report from Bowen, Hanes & Co. Inc. Noted receipt of the following:
 - a. Investment management report for the month ended 07/31/2020: Market value of *investments* was \$2,279,135,875.03. Investment return has been 11.7% on the total portfolio so far this fiscal year.
 - b. Addendum was distributed at the meeting. Market value of investments was \$2,390,414,953 as of 08/25/2020. Investment return has been 16.6% on the total portfolio so far this fiscal year.
4. Approved billing for services rendered by Klausner, Kaufman, Jensen & Levinson during July 2020:
 - a. General Counsel: \$5,095.00
 - b. Houston, L: \$1,680.00
 - c. Houston, E: \$1,275.00
5. Noted receipt of letter received 08/03/2020 from Mayor Castor appointing Gregory Spearman to the Board of Trustees for the remainder of the three-year term ending 10/31/2022.
6. Approved GASB 68 Disclosures prepared by Foster & Foster for fiscal year ending 09/30/2020.
7. Noted receipt of memos from Klausner, Kaufman, Jensen & Levinson regarding COVID-19 dated 07/30/2020 and 08/12/2020.

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8. Admitted Tampa Fire Rescue new hires to pension fund effective 08/10/2020, contingent upon:
1) furnishing a list of all medical providers and authorizations to obtain such medical records, and
2) passing a complete medical examination:

Alekseev, Nikita
Atenza, Alexandra
Battle, Kalin
Bentivegna, Rian
Clum, Elizabeth

Dykes, Alishea
Estoch, Alexander
Frydrych, William
Hohenthauer, Dylan
Johnson, Joseph

Jones, Winston
Kemp, Miles
Ladd, Kelly
Pease, John
Reed, Patrick

9. Noted receipt of letters from the Division of Retirement regarding the state premium tax money dated 08/14/2020.
a. Spreadsheet reflecting historical Chapter 175/185 state premium tax money received, including this year's receipt of \$7,381,021.05, an increase of \$620,316.87, or +9.18%, over the prior year.
10. Noted receipt of independent performance measurement report prepared by IPS for the quarter ended 06/30/2020.
11. Noted receipt of Disability Process Timeline of disabilities in process as of 08/19/2020.

[Item 12 taken out of order]

Old Business

13. Discussion regarding replacement of fire panel and security cameras.
a. Cost for replacing fire panel: \$9,996.00
b. Cost for replacing security cameras: \$19,464.79 (includes adding cameras)

Ms. Ernst advised that the fire panel came up during the removal of the FM-200 system. She noted that the fire panel is original to the building and not repairable should any component fail. It was noted that the quote does not include replacement of the pull stations or indoor sirens. She explained that the Crime Prevention Through Environmental Design (CPTED) survey results included the recommendation to add additional cameras to the outside of the building and adding a monitor to the security guard station that will allow for real-time monitoring. It was noted that the quote includes upgrading existing cameras, adding the recommended cameras and monitor, and software replacement. Ms. Ernst advised that the office is trying to transition to a single security monitoring company for ease of service and maintenance and to save on costs. Discussion ensued and the Board requested two additional quotes for comparison. Mr. Hall volunteered to take the lead on this project, noting that he will assist the office with obtaining the additional information to bring back to the Board for review and approval. **It was moved by Mr. Belmonte, seconded by Mr. Messmer and by unanimous vote to authorize the Plan Administrator and Mr. Hall to obtain two additional quotes and proceed with the replacement of the fire panel and security cameras, with costs not to exceed \$30,000 with Chairman's approval.**

[Mr. Messmer exited the meeting at 1:57 p.m.]

[Item 12 taken out of order]

12. Financial Reporting Presentation by Mark Lenker, CPA of Nobles, Decker, Lenker & Cardoso. Financial statements to be reviewed at meeting by Mr. Lenker:
- Month ended 04/30/2020 – market value of *assets* was \$2,042,806,434.10.
 - Month ended 05/31/2020 – market value of *assets* was \$2,148,546,460.65.
 - Month ended 06/30/2020 – market value of *assets* was \$2,172,386,566.91.

Mr. Lenker reported that the quarter ending 06/30/2020 was a quarter of recovery. He noted that throughout the quarter, assets exceeded \$2 billion and the percentage of assets invested ranged from 98.8-99.7%. It was noted that contributions and benefits paid were consistent throughout the period, while administrative costs varied due to the timing of professional fees. Mr. Lenker reviewed the June financial statements. It was noted that cash and cash equivalents are down, while equities saw a \$30 million increase that consisted of a decrease in dollars invested and increased market value. It was also noted there was a net decrease of \$75 million in the area of fixed income that consisted of a decrease in dollars invested and increased market value. The area of partnerships, which includes REITs, saw an increase in new dollars invested and increased market value. With regards to the statement of changes in net assets, Mr. Lenker advised that the net increase this year versus last year is \$69.8 million due to net investment income, increased contributions and reduced benefits paid. He also advised that the employee and employer contribution ratio is being met and administrative costs fluctuate due to timing and consulting services.

Mr. Lenker advised that he recently completed the July report, but not in time for this meeting. He noted that the Fund's total assets were \$2.3 billion, and the Fund was 99.7% invested. **Item 12 was received and filed.**

New Business

14. Noted receipt of listing of upcoming conferences. Disclosure of planned attendance, if any.
- Pivot 2020: Challenge & Change – FPPTA Virtual Conference information

Mr. Burkett, Mr. Cannon, Mr. Hall, Mr. Messmer, Mr. Rogero, and Ms. Wynn disclosed for the FPPTA Virtual Summit in October. Ms. Corry and Ms. Ernst also disclosed. **Item 14 received and filed.**

15. Discussion on draft administrative expense budget. Ms. Ernst noted that this is a statutorily required budget and it has been reviewed by Mr. Lenker. It was noted that the special projects account includes the pension administration system. Mr. Burkett inquired about the significant increase to reserves and contingencies, and Mr. Lenker explained that the increase was due to COVID-19 concerns. Ms. Ernst advised that she does not anticipate spending any of the funds in Reserves and Contingencies in the current fiscal year. **It was moved by Mr. Cannon, seconded by Mr. Reed and by unanimous vote to approve the administrative expense budget for fiscal year ending 09/30/2021.**

16. Chair's call for any new business items from trustees to be placed on next agenda. None.

17. Chair's report. Mr. Burkett noted that committee assignments will be updated to include Mr. Spearman.

18. Plan Administration: Update on PAS implementation, new SharePoint site, Officers and Committees. Ms. Ernst advised that staff is currently performing user acceptance testing for the second deliverable of the PAS project, which is scheduled to complete mid-September. It was noted that design review for deliverable three will immediately follow. A brief overview of the new trustee SharePoint site was provided. It was also noted that the office remodel is almost complete, except for a couple of outstanding items that are being worked through.

19. Attorney's report. Mr. Klausner advised that the federal death benefit will be available to the family of any public safety officer who becomes disabled or dies as a result of COVID-19. He noted that the executive order

that allows the Board to meet remote has been extended through the end of September. Mr. Klausner advised that courts will not resume until Florida reaches stage 3 of recovery and his team is not traveling, at least through the end of the year.

Litigation Report – Update by attorney, if any. **Items 20 – 23 were received and filed.**

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| 20. Artz Lawsuit | 2 nd District Court of Appeals Case No.
Hillsborough County Circuit Court Case No.07-012048 | 2D15-1342 |
| 21. Houston, L. Appeal | 2 nd District Court of Appeals Case No.
Florida Supreme Court | 2D18-4279
SC20-861 |

Noted receipt of:

- a. Order dated 07/23/2020.
- b. Verified Motion to Tax Costs and Attorney Fees dated 08/13/2020.
- c. Notice of Filing Retainer Contracts dated 08/13/2020.
- d. Notice of Filing Tampa Pension Board Attorney Billing Statements dated 08/13/2020.

Mr. Klausner advised that the Fund's Petition for Review is pending in the Florida Supreme Court, which doesn't reconvene until right after Labor Day. It was noted that the Motion for Stay remains pending so both Eric and LaJoyce Houston are in pay status with August 2020 payroll, but benefits will be suspended if the Florida Supreme Court takes the case.

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| 22. Houston, E. Appeal | 2 nd District Court of Appeals Case No.
Florida Supreme Court | 2D19-2119
SC20-860 |
| 23. Appel Petition for Writ of Certiorari | 2 nd District Court of Appeals Case No.
Hillsborough County Circuit Court Case No.17-CA-10758 | 2D18-4443 |

Motion to adjourn was made by Ms. Wynn at 2:44 p.m.

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Douglas Burkett
Chairman

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Ocea Wynn
Secretary

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Tiffany Corry
Recording Secretary

Notice

No verbatim record by a certified court reporter will be made of this Board meeting, except as noticed for any executive sessions. Notice is hereby given as provided in Section 286.0105, Fla. Stat., that any person who decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Persons needing a special accommodation to participate in any noticed meeting should contact the F&P Pension office at (813) 274-8550 or (888) 335-8550 or the Florida Relay Service at (800) 955-8770 (voice) or (800) 955-8771 (TTY). You may also dial 711 from any landline or mobile phone. Additional options for contacting the Florida Relay Service may be found on their website: www.ftri.org Please make your request at least five (5) working days before the scheduled meeting date.

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2020 Board meeting schedule – meetings begin at 1:30 p.m.

September **30**, 2020 – 5th Wednesday
October 28, 2020

November **18**, 2020 – early due to holidays
December **16**, 2020 – early due to holidays