



Town of Longboat Key
Town Hall
501 Bay Isles Road
Longboat Key, FL 34228
(941) 316-1999
(FAX) 316-1940

- AGENDA -

**POLICE OFFICERS' Retirement System Board of Trustees
Quarterly Meeting**

8:00 A.M.

February 20, 2013

Notice is hereby given that the Police Officers' Retirement System Board of Trustees of the Town of Longboat Key has called a meeting on Wednesday, February 20, 2013, at 8:00 a.m. in the Town Commission Chamber located at 501 Bay Isles Road, Longboat Key, Florida, for the purpose of discussing the following items:

1. Call to Order

2. Letter of Resignation

For Town Commission Appointed Trustee Dorian Irizarry, Seat 1

3. Public to Be Heard

4. Approval of Minutes

Quarterly Meeting Minutes from November 28, 2012

5. Approval of Invoices

To consider approval of the following invoices:

Christiansen & Dehner – Invoice # 22187	\$ 101.40
Christiansen & Dehner – Invoice # 22344	\$ 980.20
Salem Trust Co. – 4th Qtr. 2012 Custodian Fees	\$1,250.00
Foster & Foster – Inv. #4559	\$7,697.00
Congress Management-4th Qtr. 2012 Management Fees	\$1,661.87
Delaware Investments-4th Qtr. 2012 Management Fees	\$ 551.70
GW Capital, Inc. – 4th Qtr. 2012 Management Fees	\$ 593.96
HGK Asset Management-4th Qtr. 2012 Management Fees	\$1,307.77
Madison Investments – 4th Qtr. 2012 Management Fees	\$1,403.51
Oak Ridge Investments-4th Qtr. 2012 Management Fees	\$ 525.11
Renaissance Investments-4th Qtr.2012 Management Fees	\$ 466.56

6. Reports

- a. Graystone Consulting will present the 2012 4th Quarter Report (to be distributed at the meeting).

- b. Foster & Foster will present the Oct. 1, 2012 Valuation Report.
- c. Human Resource Report
Human Resources Manager Lisa Silvertooth has submitted the following documents for approval and execution:
 - Authorization for refund of contributions from funds for Pete CummingHuman Resource Manager Lisa Silvertooth has submitted the following for informational purposes:
 - Pension List of Active Employees (to Secretary of the Board of Trustees)
 - Retirement List as of 2/20/13 (to Secretary of the Board of Trustees)
 - Modification of the procedure for the processing of the medical insurance payments for 2013 from Salem Trust Company.

7. New Business

- a. Election of new Secretary for the remainder of the 2 year term.
- b. Request for Records Management/Audio Tapes – retention is 2 years after the adoption of the meeting minutes. Audio tapes from 2005 – 2009 have meet the retention requirement. Asking for authorization to destroy in accordance with the retention schedule.

8. Old Business

- a. Update on CIT program from Salem Trust Company e-mail.
- b. Copy, for informational purposes only, of the payment of the FPPTA 2013 Membership Renewal that was approved at the last quarterly meeting.

9. Attorney Comments

10. Board Comments

REMINDER: NEXT QUARTERLY MEETING IS THURS., MAY 30, 2013 @ 8:00 A.M.

11. Adjournment

No verbatim record by a certified court reporter is made of these proceedings. Accordingly, any person who may seek to appeal any decision involving the matters noticed herein will be responsible for making a verbatim record of the testimony and evidence at these proceedings upon which any appeal is to be based (see Section 286.0105, Fla. Stat.).

In accordance with the Americans with Disabilities Act and Section 286.26, F.S., persons needing a special accommodation to participate in this proceeding should contact the Town Clerk's office at 941-316-1999 forty-eight (48) hours in advance of this proceeding. If you are hearing impaired, please call 941-373-7002.