

**MINUTES  
POLICE OFFICERS' RETIREMENT SYSTEM  
BOARD OF TRUSTEES QUARTERLY MEETING  
FEBRUARY 20, 2013**

Present: Chairman Peter Kasdan, Vice Chairman Randy Thompson, Trustees John Martin (arrived at 8:15 A.M.) and Joseph Iannello

Also

Present: Attorney Lee Dehner, Deputy Town Clerk Jo Ann Mixon

**1. Call to Order**

Chairman Kasdan called the Police Officers' Retirement System Board of Trustees, Quarterly Meeting to order at 8:08 a.m., in the Town Commission Chamber, 501 Bay Isles Road, Longboat Key, Florida.

**2. Letter of Resignation**

Town Commission appointed Trustee Dorian Irizarry, Seat 1

Chairman Kasdan announced receipt of the letter of resignation from Dorian Irizarry.

**3. Public to Be Heard** – No items were presented.

**4. Approval of Minutes**

Quarterly Meeting Minutes November 28, 2012

**Trustee Thompson moved to approve the November 28, 2012, Quarterly Meeting minutes, as submitted. The motion, seconded by Trustee Iannello, carried unanimously on a voice vote.**

**5. Approval of Invoices**

To consider approval of the following invoices:

Christiansen & Dehner – Invoice Number 22187	\$ 101.40
Christiansen & Dehner – Invoice Number 22344	\$ 980.20
Salem Trust Company - 2012 4th Quarter Custodian Fees	\$1,250.00
Foster & Foster Actuaries and Consultants Invoice Number 4559	\$7,697.00
Congress Asset Mgmt. Co. - 2012 - 4 <sup>th</sup> Quarter Management Fees	\$1,661.87
Delaware Investments - 2012 - 4th Quarter Management Fees	\$ 551.70
GW Capital, Inc. - 2012 4 <sup>th</sup> Quarter Management Fees	\$ 593.96
HGK Asset Management 2012 4th Quarter Management Fees	\$1,307.77
Madison Investments - 2012 4 <sup>th</sup> Quarter Management Fees	\$1,403.51
Oak Ridge Investments - 2012 4 <sup>th</sup> Quarter Management Fees	\$ 525.11
Renaissance Investments - 2012 4 <sup>th</sup> Quarter Management Fees	\$ 466.56

Discussion was held in regard to the Foster & Foster Actuaries and Consultants Invoice Number 4559 identifying a 5.0% increase in cost for the 2012 Valuation Report.

**5. Approval of Invoices** – Continued

**Trustee Thompson moved to approve the invoices as submitted. The motion, seconded by Trustee Iannello, carried unanimously on a voice vote.**

**6. Reports**

**a. Graystone Consulting will present the 2012 4<sup>th</sup> Quarter Report (to be distributed at the meeting).**

Graystone Consulting Representative David Wheeler presented a review of the economy, job growth and unemployment, capital markets, 4th Quarter Report as of December 31, 2012, and the manager's compliance checklist.

Discussions were held on the following topics/issues:

- fixed income percentage (policy 35% of portfolio)
- HGK change of employees (no effected on the company)
- Investment Policy Statement update (expected annual rate of return)
- asset allocations

**Following discussion Chairman Kasdan signed the Investment Policy Statement.**

Attorney Dehner advised the Investment Policy Statement needed to be filed with the Town of Longboat Key, Foster & Foster (Actuary), and the State of Florida, Division of Retirement.

**b. Foster & Foster Consulting Actuaries, Inc. (Foster & Foster) – 2012 Valuation Report**  
Foster & Foster Representative Douglas Lozen reviewed the 2012 Valuation Report.

Discussions were held on the following topics/issues:

- third consecutive year for a gain (reduced liability)
- four-year average smooth
- unfunded actuarial accrued liabilities

Attorney Lee Dehner advised the 7.5% annual rate of return would need to be reflected in an ordinance amendment.

**Trustee Iannello moved to accept the 2012 Valuation Report, as submitted. The motion, seconded by Trustee Martin, carried unanimously on a voice vote.**

**Trustee Iannello moved to set the total expected annual rate of return at 7.50%, based on the recommendation of Graystone Consulting Representative David Wheeler, for the current year, next several years, and the long term thereafter. The motion, seconded by Trustee Martin, carried unanimously on a voice vote.**

**6. Reports** – Continued

**c. Human Resources Report**

Human Resources Manager Lisa Silvertooth requested approval and execution for the refund of contributions from the fund to Pete Cumming.

**Chairman Kasdan executed the required documents to refund the contributions.**

Ms. Silvertooth submitted the following as informational:

- Pension List of Active Employees (presented to the Board Secretary)
- Retirement List as of February 20, 2013 (presented to the Board Secretary)
- Salem Trust Procedural modification (processing medical insurance payments)

**7. New Business**

**a. Board Secretary Election (remainder of existing term)**

Discussion was held on the Secretary's duties and responsibilities.

**Trustee Iannello moved to elect John Martin as Board Secretary. The motion, seconded by Trustee Thompson, carried unanimously on a voice vote.**

**b. Records Management/Audio Tapes - Request to Destroy**

Retention - 2 years after the adoption of the meeting minutes. Audio tapes from calendar years 2005 through 2009 have met the retention requirement.

**Following discussion there was consensus to maintain the audio tapes.**

**8. Old Business**

**a. Update on Collective Investment Trust (CIT) program from Salem Trust Company**

**Following discussion there was consensus not to participate, at this time, in the Salem Trust Company CIT program.**

**b. Florida Public Pension Trustee Association (FPPTA) 2013 Membership Renewal Informational Documentation – No Action Taken.**

**9. Attorney Comments**

Attorney Lee Dehner discussed the following issues/topics:

- IRS Amendments in process will present ordinance for consideration
- current legislation session
- Senate Bill 599 and companion House Bill 534
- Senate Bill 458

**10. Board Comments**

**Chairman Kasdan announced the next meeting would be held May 30, 2013, at 8:00 a.m.**

**11. Adjournment**

**Chairman Kasdan adjourned the Police Officers' Retirement System Board of Trustees meeting at 9:25 A.M.**

*/s/Jo Ann Mixon*

Jo Ann Mixon, Deputy Town Clerk

*/s/Peter Kasdan*

Peter Kasdan, Chairman

Minutes Approved: 05-30-2013