

**MINUTES  
GENERAL EMPLOYEES' RETIREMENT SYSTEM  
BOARD OF TRUSTEES QUARTERLY MEETING  
JUNE 20, 2014**

**Present:** Chairman Steve Branham, Vice Chairman Lou Levy, Secretary Sandi Henley, Trustee Steve Schield

**Absent:** Trustee Lyn Haycock and Ken Gorman

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

**1. Call to Order and Pledge of Allegiance**

Chairman Branham called the General Employees' Retirement System Board of Trustees Quarterly Meeting to order at 1:04 p.m., in the Town Commission Chamber, 501 Bay Isles Road, Longboat Key, Florida, and led the Pledge of Allegiance.

**2. Public to be Heard** – No items were presented.

**3. Letter of Resignation**

Chairman Branham announced the resignation of Trustee Larry Linhart.

**4. Approval of Minutes** - February 26, 2014

Chairman Branham reviewed the minutes and identified three items that should have been included under Old Business on the June 20, 2014 Agenda. (Bogdahn Group Investment Opportunities Report / Plan reimbursement from the Town for employee benefit calculations / Education Opportunities).

Following discussion Trustee Levy moved to approve the February 26, 2014, Quarterly Meeting minutes, as submitted. The motion, seconded by Trustee Schield, carried unanimously (4-0) on a voice vote.

**5. Reports**

**Bogdahn Group Representative John Thinnes requested and consensus was reached to forward for discussion the Sawgrass Asset Management Report.**

**b. Sawgrass Asset Management Representative Gregg Gosch**

Sawgrass Asset Management Representative Gregory S. Gosch reviewed the Quarterly Report dated March 31, 2014, highlighted the portfolio performance (January – June 2014), Sector Performance, and Federal rising rates.

Discussions were held on the report numbers being Gross of Fees and durational rates.

**5. Reports** - Continued

**a. Bogdahn Group 2014 1st Quarter Report**

Bogdahn Group Representative John Thinnes introduced Kadmiel Onodje. Mr. Onodje provided work-related background information. Mr. Thinnes presented the 2014 1st Quarter Investment Performance Report, highlighting the market environment, asset allocations, comparative performance of the fund, previous portfolio rebalancing, and the compliance checklist.

Discussions were held on the following topics/issues:

- providing flexibility to investment manager
- gross fees versus net fees
- managed funds versus index funds
- current quarter volatility.

**c. Salem Trust Company Representative Lynn Skinner**

Salem Trust Representative Lynn Skinner introduced herself to the Board, and noted the Salem Trust Company Representative change.

**d. Consolidation of the Three Longboat Key Retirement Boards Staff**

Staff Liaison and Finance Director Susan Smith gave a PowerPoint presentation and identified the upcoming process for consolidation.

Discussions were held on the following topics/issues:

- Town Commission selecting the investment manager
- the Plan Administrator
- Trustee responsibilities
- employee representative and the employee election process
- providing comments to the Town Commission on proposal Ordinance 2014-26.

**Following discussion there was consensus for each Trustee to provide comments (in writing via E-mail) to Staff Liaison Administrative Assistant Sharon Johnson.**

**e. Human Resources Report**

On behalf of Human Resources Manager Lisa Silvertooth, Staff Liaison Administrative Assistant Sharon Johnson submitted the Plan Membership and Retiree lists.

**f. Additional Financial Reporting Requirements**

Staff Liaison and Finance Director Susan Smith discussed the following topics/issues:

- new reporting requirements / producing a report
- Senate Bill 534
- E-mails from Foster & Foster Representative Doug Lozen
- additional cost to the plan \$750.00 per employee group.

**6. Approval of Invoices**

Christiansen & Dehner – Invoice 24449	\$ 584.00
Christiansen & Dehner – Invoice 24589	\$ 657.00
The Bogdahn Group – 2014 1st Quarter Investment Consulting Fees	\$ 3,875.00
Salem Trust Company – 2013 4th Quarter Custodian Fees	\$ 1,125.00
Salem Trust Company – 2014 1 <sup>st</sup> Quarter Custodian Fees	\$ 1,125.00
Foster & Foster – Invoice 5630	\$ 13,592.00
Foster & Foster – Invoice 6034	\$ 8,467.00

**Trustee Henley moved to approve the invoices, as submitted. The motion, seconded by Trustee Levy, carried unanimously (4-0) on a voice vote.**

**7. New Business**

**a. Fiduciary Liability Insurance Renewal**

Trustee Henley reported to the board the existing Fiduciary Liability Insurance policy could be extend from July 1 – September 30, 2014. **Following discussion there was consensus for staff to send a letter to the insurance company identifying the extension period.**

**b. Pending Board Issues**

Chairman Branham discussed the pending issues, transition of the Board, and encouraged the Board members to send E-mails to the Staff Liaison Administrative Assistant Sharon Johnson regarding any consolidation questions. Discussion ensued regarding an independent audit of the plan fund ending September 30, 2014.

**8. Old Business**

**Plan Reimbursement from the Town for Employee Benefit Calculations**

Staff Liaison Administrative Assistant Sharon Johnson reported the Town reimbursed the Plan for the Employee Benefit Calculations from Foster & Foster.

**9. Attorney Comments**

Attorney Lee Dehner advised the Board on the following topics/issues:

- Senate Bill 534
- Financial Statement Form 1 filing (deadline July 1, 2014)

**10. Board Comments** – No items were presented.

Discussion was held on the 10:30 a.m., August 20, 2014, scheduled meeting.

**11. Adjournment**

**Chairman Branham adjourned the General Employees' Retirement System Board of Trustees Special Meeting at 2:35 p.m.**

*/s/Jo Ann Mixon*

Jo Ann Mixon, Deputy Town Clerk  
Minutes Approved: September 9, 2014

*/s/Steve Branham*

Steve Branham, Chairman