



**NOTICE & AGENDA  
REGULAR MEETING  
TOWN OF LONGBOAT KEY  
CONSOLIDATED RETIREMENT SYSTEM  
NOVEMBER 18, 2020**

Meeting: **Town of Longboat Key Consolidated Retirement System Board of Trustees**  
Date: **Wednesday, November 18, 2020**  
Time: **9:00 AM**  
Location: **Town Hall, 501 Bay Isles Road, Longboat Key, Florida 34228; The meeting will also be open to the public by electronic communications media technology in the manner stated in the Virtual Public Participation Instructions provided as an attachment to this Notice & Agenda.**

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**PLEASE BE ADVISED THAT THE FLORIDA GOVERNOR'S OFFICE PURSUANT TO EXECUTIVE ORDER 20-52 DECLARED A STATE OF EMERGENCY FOR THE ENTIRE STATE OF FLORIDA DUE TO THE NOVEL CORONAVIRUS DISEASE (COVID-19) AND HAS EXTENDED IT THEREAFTER MOST RECENTLY PER EXECUTIVE ORDER 20-276. AS SUCH, TO REDUCE AND CONTAIN THE SPREAD OF COVID-19 BY IMPLEMENTING MITIGATION STRATEGIES AS RECOMMENDED BY THE UNITED STATES CENTERS FOR DISEASE CONTROL AND PREVENTION, AND PURSUANT TO TOWN COMMISSION RESOLUTION 2020-28, THE BOARD OF TRUSTEES' MAY UTILIZE FLEXIBLE STRATEGIES TO ENCOURAGE PUBLIC PARTICIPATION AT THE MEETING AND ALLOW THE PUBLIC TO CHOOSE TO ATTEND THE MEETING THROUGH THE FOLLOWING OPTIONS: RINGCENTRAL VIDEO CONFERENCING, TELEPHONE, OR IN-PERSON ATTENDANCE. TOWN COMMISSION RESOLUTION 2020-28 ALSO SPECIFICALLY PERMITS HYBRID MEETINGS TO BE USED WHILE COVID-19 REMAINS A THREAT TO THE TOWN'S RESIDENTS AND FURTHER WAIVED ANY AND ALL "IN PERSON" PARTICIPATION REQUIREMENTS PROVIDED FOR WITHIN THE TOWN'S CHARTER, CODE OF ORDINANCES, OR RESOLUTIONS TO AFFORD THE TOWN COMMISSION AND ADVISORY BOARD MEMBERS THE ABILITY TO USE TELEPHONIC AND VIDEO CONFERENCING FOR PUBLIC MEETINGS AND HEARINGS AS LONG AS A PHYSICAL QUORUM OF THE BOARD IS PHYSICALLY PRESENT AT SUCH PROCEEDINGS.**

**ANYONE WISHING TO ATTEND OR PARTAKE IN THE MEETING VIRTUALLY VIA RINGCENTRAL OR TELEPHONE CAN FOLLOW THE VIRTUAL PUBLIC PARTICIPATION INSTRUCTIONS PROVIDED AS AN ATTACHMENT TO THIS NOTICE AND AGENDA. THE PUBLIC IS INVITED TO ATTEND VIRTUALLY BY RINGCENTRAL OR TELEPHONE RATHER THAN IN-PERSON FOR THE REASONS STATED ABOVE.**

**SHOULD ANY MEMBER OF THE PUBLIC OPT TO ATTEND IN-PERSON, THEY WILL BE REQUIRED TO ADHERE TO THE UNITED STATES CENTERS FOR DISEASE CONTROL AND PREVENTION AND ANY OTHER APPLICABLE SOCIAL DISTANCING AND FACIAL COVERING LAWS, RULES, GUIDELINES AND REQUIREMENTS IN EFFECT AT THAT TIME, INCLUDING BUT NOT LIMITED TO TOWN EMERGENCY ORDINANCE 2020-21.**

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Call to Order, Roll Call, and Pledge of Allegiance

1. Approval of Virtual Public Participation Instructions and Process
2. Public to be Heard\*
3. Administer Oath for Steve Shield

#### 4. Approval of Minutes

- a. Meeting Minutes from May 20, 2020
- b. Meeting Minutes from August 19, 2020

#### 5. Reports

- a. Actuary Report- UAAL and Investment Return Study
- b. Investment Reports -Graystone: September 31, 2020 Quarterly Performance Report
- c. Administrator Report (Amanda Kish , Resource Centers) – 2021 Draft Meeting Dates
- d. Attorney Report (Ron Cohen, of Rice ,Pugatch, Robinson, Storfer, Cohen PLLC)

#### 6. Plan Financials

- a. Interim Financial Statement
- b. Ratification of Warrants -Warrant dated November 18, 2020
- c. Benefit Approval

#### 7. New Business

#### 8. Old Business

#### 9. Board Comments

#### 10. Next Meeting Date February 17, 2021 or February 19, 2021

#### 11. Adjournment

\* Virtual public participation instructions provided as an attachment to this agenda.

*As reported by the Center for Disease Control and World Health Organization, COVID-19 can spread from person-to-person through small droplets from the nose or mouth, including when an individual coughs or sneezes. These droplets may land on objects and surfaces. Other people may contract COVID-19 by touching these objects or surfaces, then touching their eyes, nose or mouth. Therefore, merely cleaning facilities, while extremely important and vital in this crisis, may not be enough to stop the spread of this virus. Those with weakened immune systems may want to avoid the Town of Longboat Key Consolidated Retirement meeting in order to avoid a potential exposure to the virus.*

*While it is necessary to hold the above referenced meeting of the Town of Longboat Key Consolidated Retirement System in-person despite the current public health emergency, the Town of Longboat Key Consolidated Retirement System fully encourages public participation in a safe and efficient manner. The public can submit comments on agenda items to the Pension Resource Centers in advance at [amanda@resourcecenters.com](mailto:amanda@resourcecenters.com) Please submit comments on agenda items to Pension Resource Centers no later than November 17, 2020, by 5:00 p.m., to facilitate the Pension Board of Trustee's consideration of such questions and comments during the meeting.*

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 941-316-8719.

## ***Virtual Public Participation Instructions and Process***

A physical quorum of the **Town of Longboat Key Consolidated Retirement System Board of Trustees (“Board”)** will gather in-person for a **Town of Longboat Key Consolidated Retirement System Board of Trustees** meeting on November 18, 2020, within the Town Commission Chambers at Town Hall, 501 Bay Isles Road, Longboat Key, Florida, and other members of the Board may appear and utilize communication media technology (“CMT”), specifically Ringcentral, to participate in the public meeting. The Town will conduct the public meeting in-person and virtually using CMT as indicated in the CMT instructions below. The public will also be permitted to attend the meeting/hearings in-person. In-person gatherings by the public at Town Hall shall be governed by applicable Gubernatorial Executive Orders in effect at the time, CDC and Health Department recommendations, Town Emergency Ordinance 2020-21, and the Town Manager’s Emergency Executive Orders. The Town will require that all persons attending the public meeting/hearings within Town Hall observe and follow applicable CDC and Health Department guidelines on social distancing and public gathering size limitations. The public must also observe the face covering requirements set forth in Emergency Ordinance 2020-21 within Town Hall.

The Town encourages public participation and is providing multiple options for the public to participate in the proceedings in a manner that accommodates individual needs and health concerns. Irrespective of whether the Town’s meeting and public hearing is held virtually or whether an in person meeting of the Town of Longboat Key Consolidated Retirement System Board of Trustees is held at Town Hall, or a combination of in-person and virtually, members of the public may choose to appear and utilize Communication Media Technology as described below during the public hearings.

The CMT alternatives for public participation are provided below.

*Please be advised that in the event you encounter difficulties in participating with the option you choose, an alternate form of participation should be selected from the options below.*

To participate in a virtual meeting of the Town of Longboat Key Consolidated Retirement System on **November 18, 2020, which begins at 9:00 am.** you have the following options:

### **1. Listen to the meeting via phone:**

You may listen to the audio only from your phone by dialing 1(469) 445-0100 and when the meeting ID is requested enter 148 187 9214 and then press the # key.

#### **For Voice Only:**

##### **iPhone one-tap:**

US:+1(469)445-0100,1481879214# (US South)

+1(470)869-2200, 1481879214# (US East)

+1(623)404-9000, 1481879214# (US West)

+1(720)902-7700, 1481879214# (US Central)

+1(773)231-9226, 1481879214# (US North)

**Telephone (for higher quality, dial a number based on your current location):**

Dial:+1(469)445-0100 (US South)

+1(470)869-2200 (US East)

+1(623)404-9000 (US West)

+1(720)902-7700 (US Central)

+1(773)231-9226 (US North)

**2. Listen to the meeting via phone or watch the meeting using Ringcentral and submit written comments prior to the meeting:**

Please follow all of the instructions provided for in #1 or #3. You may provide written comments to the Town's Consolidated Retirement System Board of Trustees by e-mailing Administrator Amanda Kish no later than **November 17, 2020, at 5:00 p.m.** at [amanda@resourcecenters.com](mailto:amanda@resourcecenters.com). If requested by the commenter within the requestor's email, timely submitted written comments will be read into the record by the Board of Trustee's Chair during the public comment portion of the meeting. If not specifically requested within the written comments, all other written comments received by the deadline will be distributed to the Board of Trustees prior to the start of the meeting. Time limits will be enforced for written comments that are read into the record, so all written comments must be limited to 3 minutes.

**3. View and/or participate in the meeting using Ringcentral:**

Participation/Request to Speak instructions:

Persons interested in participating in the meeting, must send an email to Administrator Amanda Kish no later than **November 17, 2020, at 5:00 p.m.** at [amanda@resourcecenters.com](mailto:amanda@resourcecenters.com) to be placed on a participant list. All persons timely submitting a request to speak email to the Administrator will be afforded an opportunity to be heard during the public comment portion of the meeting for both Agenda and Non-Agenda items. Time limits will be enforced for all public comments and must be limited to 3 minutes.

For the November 17, 2020, meeting, please use the meeting link <https://meetings.ringcentral.com/j/1481879214> to virtually participate in and/or watch the meeting by computer, tablet, or smartphone. If joining from a tablet or smartphone, you will need to download the free Ringcentral app from your device's app store. If your joining from a computer, your computer will automatically download and install (if needed) the Ringcentral program. If you currently have Ringcentral installed on your computer, tablet, or smartphone, you may join the meeting by entering the meeting ID 1481879214. **In the event you encounter difficulties in participating with this option, an alternate option should be selected to continue participation.**

For additional information or assistance please contact the following prior to the meeting:

1. For public comment questions: Amanda Kish, Administrator or (561) 855-2210
2. For questions on connecting to the meeting: Jason Keen, Information Technology Director, [jkeen@longboatkey.org](mailto:jkeen@longboatkey.org) or (941) 316-1999.