

**CITY OF OCOEE
MUNICIPAL GENERAL EMPLOYEES' RETIREMENT TRUST FUND
BOARD OF TRUSTEES QUARTERLY MEETING MINUTES**

**City Hall, Commission Chambers
1 N. Bluford Avenue, Ocoee, FL 34761**

Wednesday, November 1, 2023 – 10:00AM

TRUSTEES PRESENT: Gequita "Gee" Cowan, Chair
Robert "Bob" Briggs, Vice Chair
Patricia Gleason, Secretary
Gary Gleason
Steven Sanders

TRUSTEES ABSENT: None

OTHERS PRESENT: Pedro Herrera, Sugarman & Susskind
Doug Lozen, Foster & Foster
Chrissy Stoker, Foster & Foster
Brad Hess, AndCo Consulting
William Duncan, Plan Retiree
Paul Duncan, Member of the Public

1. **Call to Order** – Gequita "Gee" Cowan called the meeting to order at 10:07AM and a quorum was determined.
2. **Roll Call** – As reflected above.
3. **Public Comments**
 - a. Gee Cowan welcomed Steven Sanders to the pension board. Steven was appointed by the City to replace Tammy Brown.
4. **Old Business**
 - a. Further discussion of retiree overpayment
 - i. Chrissy Stoker gave a brief overview of how overpayments to William Duncan were made and how they were discovered. Mr. Duncan's benefit was reduced to the correct amount effective July 1, 2023.
 - ii. Doug Lozen commented he calculated some repayment options for the Board's consideration and whatever action was taken was ultimately the Board's decision. Doug advised the proposed repayment options took the amount Mr. Duncan was overpaid and spread it out over his expected lifetime using the Plan's mortality assumptions with no interest charged. Doug advised if the Board decided to move forward with one of the repayment options, they needed to provide an effective date.
 - iii. Pedro Herrera commented this pension plan was unique in the sense that it included a form of benefit that changed upon the death of either the retiree or the survivor. Pedro advised the trustees they had a fiduciary responsibility to the Plan and needed to do what was in the best interest of all members.

- iv. After extensive deliberation, the Board agreed it was in the best interest of the pension plan for the overpaid funds to be returned.

The Board approved the repayment schedule for William Duncan effective December 1, 2023, upon motion by Bob Briggs and second by Steven Sanders; motion carried 5-0.

5. Approval of Minutes

- a. August 2, 2023, quarterly meeting

The August 2, 2023, quarterly meeting minutes were approved as presented, upon motion by Bob Briggs and second by Gary Gleason; motion carried 5-0.

6. Consent Agenda

- a. Payment ratification
 - i. Warrants #107 and # 108
- b. New invoices for payment approval
 - i. None.
- c. Fund activity report for July 27, 2023 – October 25, 2023

The consent agenda was approved as presented, upon motion by Gary Gleason and second by Bob Briggs; motion carried 5-0.

7. Reports (Attorney/Consultants)

- a. AndCo Consulting, Brad Hess, Investment Consultant
 - i. Quarterly Report as of September 30, 2023
 1. Brad Hess gave an overview of the market environment over the quarter.
 2. The market value of assets as of September 30, 2023, was \$44,186,998.
 3. Brad Hess reviewed the schedule of investable assets over the last 10 years.
 4. Brad Hess advised that ARA had distributed approximately \$238,000 of the \$1 Million redemption request since August.
 5. Brad Hess reviewed the financial reconciliation for the Fund over the quarter.
 6. The total fund gross returns for the quarter were -2.75%. Trailing returns for the 3, 5, and 10-year periods were 3.73%, 4.40% and 6.53%, respectively. Since inception (4/1/04), gross returns were 6.48%.
 7. Brad Hess reviewed the performance of each manager. He had no recommendations.
- b. Sugarman & Susskind, Pedro Herrera, Board Attorney
 - i. House Bill 3 update
 1. Pedro Herrera advised the Plan needed to file a comprehensive report by December 15, 2023, and every other year thereafter to satisfy new requirements established by House Bill 3. Pedro worked with other attorneys in the state to create a template that could be submitted along with the updated Investment Policy Statement to fulfill the reporting requirement.

The Board authorized the plan administrator to file the biennial report on behalf of the Plan, upon motion by Gary Gleason and second by Bob Briggs; motion carried 5-0.

The Board voted to attest to its compliance with the statute and filing of the required report subject to final legal approval, upon motion by Gary Gleason and second by Steven Sanders; motion carried 5-0.

- ii. Summary Plan Description
 - 1. Pedro Herrera presented the updated document and reviewed the changes.
 - 2. Chrissy Stoker requested additional revisions to the "Amount of Early Retirement Benefits" and "DROP" sections.
 - 3. Pedro Herrera confirmed he would add Steven Sanders to the list of trustees in Exhibit A.

The Board approved the revised Summary Plan Description with the changes discussed, upon motion by Bob Briggs and second by Gary Gleason; motion carried 5-0.

8. New Business

- a. Discussion of airtime provision/eligibility to purchase prior service
 - i. Chrissy Stoker commented Ordinance No. 2012-014 created different provisions for members hired on/after September 18, 2012, including changing the vesting period from 5 years to 7 years, and a member only became eligible to purchase "air time" upon vesting. Chrissy commented it was unclear if members hired on/after September 18, 2012, needed 5 years of service or 7 years of service to be eligible to purchase "air time."
 - ii. Pedro Herrera stated it seemed that this provision should have been changed in 2012 when the referenced ordinance was adopted so it would make sense to update the ordinance to be consistent with the vesting periods.
 - iii. Doug Lozen noted there would be no cost to this ordinance change.
 - iv. Pedro Herrera commented he also needed to update the ordinance with provisions from the federal SECURE Act 2.0 so he would make both changes at once.
 - v. By consensus, the Board authorized the attorney to prepare an ordinance amendment incorporating the SECURE Act 2.0 language and airtime change and send it to the City for adoption.

The Board authorized the actuary to prepare an impact statement for the ordinance amendment, upon motion by Bob Briggs and second by Steven Sanders; motion carried 5-0.

- b. Discussion of travel policy
 - i. Gee Cowan commented the Board's current policy provided trustees must submit receipts for travel reimbursements and it should be amended to reflect how reimbursements were actually done. Pedro Herrera stated he would revise the policy and bring it back to the February meeting.
- c. Legal services agreement
 - i. Gee Cowan expressed concerns about Pedro Herrera's response time and noted he had not attended a meeting in person in a while. Gee pointed out the new agreement provided he would attend two meetings in person.
 - ii. Pedro Herrera acknowledged the Board's concerns and stated the last several months he was spread quite thin. Pedro assured the Board he would do better and added that his firm hired two associates.
 - iii. Patricia Gleason suggested including a measure of the level of service they were receiving in the contract. Steven Sanders agreed with having a measure

of response time to use as a guideline. The Board discussed possible performance measurements and agreed that two business days was a reasonable response time window.

- iv. Pedro Herrera advised he would attend every meeting in person if that was what the Board wanted, and if he could not attend, someone else from his firm could attend on his behalf.

The Board approved the legal services contract with revisions providing for in-person attendance at every meeting and a response time of two business days, upon motion by Gary Gleason and second by Steven Sanders; motion carried 5-0.

9. Staff Reports, Discussion, and Action

a. Foster & Foster, Chrissy Stoker, Plan Administrator

i. FPPTA Board membership renewal

- 1. Chrissy Stoker commented the cost to renew the Board's membership for 2024 was \$750.00. Chrissy stated for the record Gee Cowan, Patricia Gleason, and Bob Briggs held CPPT certificates, and the cost to renew each certificate was \$31.00.

The Board voted to renew its FPPTA membership and the applicable CPPT certifications for 2024, upon motion by Bob Briggs and second by Gary Gleason; motion carried 5-0.

ii. Educational opportunity

- 1. All trustees planned to attend the FPPTA Winter School. Gary Gleason would take Advanced courses to complete his CPPT certificate; Steven Sanders would take Basic courses to begin his CPPT certificate; Gee Cowan, Patricia Gleason, and Bob Briggs would attend to obtain CEUs.

10. Trustees' Reports, Discussion, and Action/City Liaison – None.

11. Chairperson's Report

- a. Gee Cowan thanked Chrissy Stoker for providing the education session today and Brad Hess for the education session last quarter.
- b. Gee Cowan shared information about the FPPTA Mentor Program, noting it gave her a chance to connect with other experienced trustees and provide support and assistance to newer trustees. Gee thanked the trustees for serving on the pension board and added she was proud to represent them on the FPPTA Education Committee.

12. Adjournment – The meeting adjourned at 12:30PM.

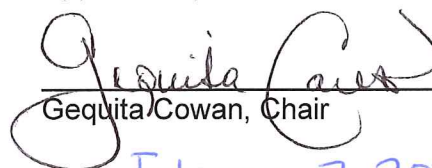
13. Next Meeting – February 7, 2024, at 10:00AM, quarterly meeting

Respectfully submitted by:



Chrissy Stoker, Plan Administrator

Approved by:



Gequita Cowan, Chair

Date Approved by the Pension Board:

February 7, 2024