

**FINAL
MINUTES
RETIREMENT PLAN AND TRUST FOR THE GENERAL MANAGEMENT
EMPLOYEES OF THE CITY OF NORTH MIAMI BEACH
BOARD OF TRUSTEES MEETING
WEDNESDAY, APRIL 17, 2013**

1. **CALL TO ORDER:** The meeting was called to order at 9:20 a.m. in North Miami Beach City Hall, 17011 NE 19th Avenue, North Miami Beach, Florida.

2. **ROLL CALL:**

TRUSTEES PRESENT: Chairperson Darcee Siegel
Trustee Mac Serda
Trustee Phyllis Smith

ALSO PRESENT: Paul Shamoun, Administrator FLC
Ronald Cohen, Plan Attorney
Brent Chudachek, Plan Attorney
Charles Carr, Plan Actuary, *by telephone*

The City Clerk swore in all Trustees.

3. **BOARD MEMBER ELECTION**

a. **Retiree**

Retiree Dale Lee withdrew his name from consideration.
Ms. Marilyn Spencer accepted the position.

All Trustees voted to have Ms. Spencer on the board of trustees as the Retiree Member position.

b. **Active Member**

Active Member Eric Wardle withdrew his name from consideration.
Ms. Barbara Trinkka accepted the position.

All Trustees voted to have Ms. Trinkka serve on the board of trustees as the Active Member position.

The City Clerk then swore in the new Trustees.

4. **ELECTION OF CHAIRPERSON**

A motion was made by Trustee Spencer and Seconded by Trustee Serda to nominate Darcee Siegel as Chairperson. Chairperson Siegel accepted the nomination. The motion passed unanimously.

5. **ELECTION OF SECRETARY**

A motion was made by Trustee Spencer and Seconded by Trustee Smith to nominate Barbara Trinkka as Secretary. Trustee Trinkka accepted the nomination. The motion passed unanimously.

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6. APPROVAL OF MINUTES

Members reviewed the minutes from the November 29, 2012 meeting. Trustee Serda believed there was a mistake in the motion regarding who would pay for the actuarial impact statement. He believed there was a duplication of motions. Chairperson Siegel tabled this item upon a second review of the November 29, 2012 meeting by Paul Shamoun.

A motion was made by Trustee Trinka and Seconded by Trustee Spencer to table the minutes. The motion passed unanimously.

7. RATIFICATION OF INVOICES FOR PAYMENT

Mr. Shamoun provided the Trustees a list of invoice payments made by the plan previously approved by the Chairperson.

A motion was made by Trustee Serda and seconded by Trustee Spencer to approve the ratification of invoices as presented. The motion passed unanimously.

8. RATIFICATION OF APPROVED DISTRIBUTIONS

Mr. Shamoun provided the Trustees a list of all participants requesting distributions.

A motion was made by Secretary Trinka and seconded by Trustee Serda to approve the distribution payments as presented. The motion passed unanimously.

9. INVESTMENT PERFORMANCE – Quarter Ended: December 31, 2012

Mr. Shamoun provided a review of the investment performance through December 31, 2012. For the quarter, the investment returns were up about 1.1%. Mr. Shamoun pointed out the compliance page and that all portfolios were in compliance according to the investment policy for the allocation. Mr. Shamoun also pointed out there was a lot of cash due to members paying the entire City's contribution upfront. Mr. Shamoun stated there would be another asset allocation study prepared and it would be placed on the agenda when completed.

10. NEW BUSINESS

a. Approval of 2012 Actuarial Valuation

Mr. Carr provided a review of the 2012 actuarial valuation. Mr. Carr pointed out the valuation provided a fixed dollar amount of \$418,835 as the required minimum contribution by the City of North Miami Beach. Mr. Carr recommended the Board question the City to determine if the delinquent payment of \$171,830, as provided in the valuation, had been made to the

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pension fund. The total required employer contribution for the 2013 fiscal year was approximately \$600,000. Mr. Carr encouraged the Board to have the City contribute more than the required amount to build up a cushion of an advanced employer contribution. Trustee Smith recommended placing on the next agenda discussion on whether the delinquency had been paid. Mr. Shamoun stated the information would be brought to the next board meeting as to what payments had been made. Mr. Carr requested someone get back to him as to whether the delinquent amount had been paid.

A motion was made by Trustee Serda and seconded by Secretary Trinko to table the approval of the actuarial valuation. The motion passed unanimously.

b. Asset Allocation Study

Mr. Shamoun provided a review of the asset allocation study prepared by Asset Consulting Group on March 16, 2012. Mr. Shamoun explained the study showed the probability of receiving the expected rate of return according to different asset allocations. Chairperson Siegel suggested having an action item on the next board meeting agenda with a report from the actuary showing alternative interest rates. Mr. Shamoun stated his recommendation would be to lower the assumption rate rather than being aggressive in the investment portfolio.

c. Discussion on having new benefit statements prepared based on changes from Ordinance 2012-33

Mr. Shamoun stated the only difference in having new benefit statements prepared would be the projected benefits, not the accrued benefits, as that would not change.

A motion was made by Trustee Smith to wait until the next actuarial valuation is prepared in October 2013 to have the benefit statements prepared. The motion passed 4-1 with Secretary Trinko voting against the motion.

d. Discussion regarding a returning, vested employee and their 2nd vesting period

Chairperson Siegel explained there was an employee who was previously vested in the plan and had terminated employment; he then returned to work at the City of North Miami Beach. The question was whether or not this participant would already be vested in the plan when he returned. Mr. Cohen said he would not have to vest again since he left his contributions in the plan.

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e. Review of Summary Plan Description

Mr. Shamoun stated the summary plan description will be provided to active members in the plan and it had been updated with Ordinance 2012-33. Mr. Cohen stated this should be mailed out to retirees as well.

Trustee Smith and Trustee Spencer requested to have their future agenda packets mailed to them instead of by email.

A motion was made by Trustee Smith and seconded by Secretary Trinko to table the approval of the summary plan description. The motion passed unanimously.

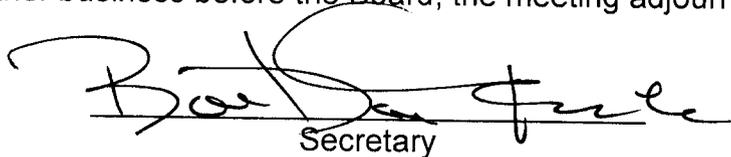
11. REPORTS

- a. Attorney – No report
- b. Chairman – No report
- c. Secretary – No report
- d. Administrator – Mr. Shamoun provided a brief legislation update.

12. The next regular meeting was scheduled for June 11, 2013 at 9:00 a.m.

13. ADJOURNMENT:

With no further business before the Board, the meeting adjourned at 11:16 a.m.


Secretary

12-5-13

Date