



**APOPKA PENSION BOARD OF TRUSTEES
JOINT SPECIAL MEETING
AGENDA
October 4, 2018 1:30 PM
APOPKA CITY HALL COUNCIL CHAMBERS**

**CALL TO ORDER
INVOCATION –
PLEDGE OF ALEGIANCE**

ESTABLISH A QUORUM

- **General Employees' Pension Board of Trustees**
- **Fire Pension Board of Trustees**
- **Police Pension Board of Trustees**

BUSINESS:

1. **Discussion of Plan Administrator**

ADJOURNMENT

Individuals with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk at least two (2) working days in advance of the meeting date and time at (407) 703-1704. F.S. 286.0105 If a person decides to appeal any decision or recommendation made by Council with respect to any matter considered at this meeting, he will need record of the proceedings, and that for such purposes he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Any opening invocation that is offered before the official start of the Council meeting shall be the voluntary offering of a private person, to and for the benefit of the Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the City Council or the city staff, and the City is not allowed by law to endorse the religious or non-religious beliefs or views of such speaker. Persons in attendance at the City Council meeting are invited to stand during the opening ceremony. However, such invitation shall not be construed as a demand, order, or any other type of command. No person in attendance at the meeting shall be required to participate in any opening invocation that is offered or to participate in the Pledge of Allegiance. You may remain seated within the City Council Chambers or exit the City Council Chambers and return upon completion of the opening invocation and/or Pledge of Allegiance if you do not wish to participate in or witness the opening invocation and/or the recitation of the Pledge of Allegiance.

Backup material for agenda item:

1. Discuss and Take Action regarding Plan Administrator

QUALIFICATIONS

EDUCATION

- ◆ Associates Degree in Business Management – 1992
- ◆ Certificate in Records Management – 1994
- ◆ Dale Carnegie Graduate – 1997
- ◆ Certified Public Pension Trustee – 1999

*Variety of courses in computer software applications and accounting methods.
Various management and administration courses and seminars.*

PROFESSIONAL ASSOCIATIONS

- ◆ National Association of Executive Secretaries (NAES)
- ◆ Association of Records Managers and Administrators (ARMA)
- ◆ National Conference on Public Employee Retirement Systems (NCPERS)
- ◆ Florida Public Pension Trustees Association (FPPTA)

PENSION EXPERIENCE

- ◆ Vice-Chairperson-Keys Energy Services GE Pension Board – 04/88 to 04/91
- ◆ Trustee-Key West Police & Fire Pension Board – 12/94 to 06/97
- ◆ Administrator-Keys Energy General Employees – 05/91 to 11/05
- ◆ Administrator-Key West Police & Fire – 06/97 to Present
- ◆ Administrator-Winter Haven Firefighters – 01/04 to Present
- ◆ Administrator-Winter Haven Police Officers – 06/04 to Present
- ◆ Administrator-Lake Wales Police Officers – 08/05 to Present
- ◆ Administrator-Lake Wales Fire Fighters – 11/05 to Present
- ◆ Administrator-Auburndale Police Officers – 02/06 to Present
- ◆ Administrator-Auburndale Firefighters – 02/06 to Present
- ◆ Administrator-St. Lucie County FD Firefighters – 02/07 to 08/11
- ◆ Administrator-St. Lucie County FD General Employees – 02/07 to 08/11
- ◆ Administrator-Sanford Police Officers – 02/07 to Present
- ◆ Administrator-Sanford Firefighters – 02/07 to Present
- ◆ Administrator-Haines City Police Officers – 03/07 to Present
- ◆ Administrator-Haines City Firefighters – 03/07 to Present
- ◆ Administrator-Key West Housing Authority General Employees – 01/08 to Present
- ◆ Administrator-Winter Garden Police & Fire – 12/11 to Present
- ◆ Administrator-Town of Davie Firefighters – 04/11 to Present
- ◆ Administrator-Haines City General Employees – 10/14 to Present
- ◆ Administrator-Leesburg General Employees – 12/14 to Present
- ◆ Administrator-Flagler Beach Police Officers – 08/15 to Present
- ◆ Administrator-Flagler Beach Firefighters – 08/15 to Present

SUSY PITA, C.P.P.T.

Pension Fund Administration & Consulting Services, Inc.
22233 Drawbridge Drive ◆ Leesburg, Florida 34748
Phone: 352-787-9795 ◆ Fax: 352-787-2699 ◆

SCOPE OF SERVICES

- ◆ Review all invoices and submit payments in a timely manner
- ◆ Review all bank statements and financial transactions for accuracy
- ◆ Coordinate pension fund investments with money managers
- ◆ Schedule and coordinate meetings and related agendas
- ◆ Record and maintain all pension meeting minutes
- ◆ Follow-up on all action taken by the Board of Trustees
- ◆ Maintain Ordinances, Resolutions and Plan Amendments
- ◆ Maintain all plan data to assure compliance with Public Records Laws
- ◆ Facilitate and submit required data for annual audits and financial reports
- ◆ Provide data to the Division of Retirement for the Annual State Report
- ◆ Coordinate the distribution of the Summary Plan Description
- ◆ Orientate new Trustees to the Pension Board
- ◆ Coordinate all travel arrangements for Trustees
- ◆ Maintain cordial relationships with the attorney, actuary, accountants, investment managers, consultants, elected officials, and plan members

SUSY PITA, C.P.P.T.

Pension Fund Administration & Consulting Services, Inc.
22233 Drawbridge Drive ◆ Leesburg, Florida 34748
Phone: 352-787-9795 ◆ Fax: 352-787-2699 ◆

CLIENT LIST

City of Key West Police Officers' & Firefighters' Pension Plan

Alfredo Vazquez, Chairman

City of Winter Haven Firefighters' Retirement System

Stuart Fitzgerald, Chairman

City of Winter Haven Police Officers' Retirement System

Charlie Bird, Chairman

City of Lake Wales Police Officers' Retirement System

Bill Raebig, Chairman

City of Lake Wales Firefighters' Retirement System

Joe Jenkins, Chairman

City of Auburndale Police Officers' Retirement System

Ryan Astronskas, Chairman

City of Auburndale Firefighters' Retirement System

Ronnie Hall, Chairman

City of Sanford Police Officers' Retirement System

Darrel Presley, Chairman

City of Sanford Firefighters' Retirement System

Thomas Hickson, Chairman

Key West Housing Authority General Employees' Retirement Plan

Frank Toppino, Chairman

Haines City Police Officers' Retirement System

Ron Brown, Chairman

Haines City Firefighters' Retirement System

Jonathan Herlocker, Chairman

Winter Garden Police Officers' & Firefighters' Retirement System

Erik Halluska, Chairman

Town of Davie Firefighters' Retirement System

Alan Seldal, Chairman

Haines City General Employees' Retirement System

Margaret Barthe, Chairwoman

City of Leesburg General Employees' Retirement System

Steve Rockefeller, Chairman

City of Flagler Beach Police Officers' Retirement System

Tom Hury, Chairman

City of Flagler Beach Firefighters' Retirement System

Neal Ecker, Chairman

SUSY PITA, C.P.P.T.

Pension Fund Administration & Consulting Services, Inc.

22233 Drawbridge Drive ♦ Leesburg, Florida 34748

Phone: 352-787-9795 ♦ Fax: 352-787-2699 ♦

MISCELLANEOUS

- ◆ I acknowledge that I am a Fiduciary pursuant to Section 112.656 of the Florida Statutes.
- ◆ There has never been any legal action taken against me or my business, nor have there been any charges or offenses involving theft, fraud, or dishonesty.
- ◆ Any agreement with the Board of Trustees shall be construed under the laws of the State of Florida and Federal Law where applicable.
- ◆ Any venue for judicial proceeding will held in the county in which the Board sits.
- ◆ I am an "S" Corporation in the State of Florida – EIN #26-2106279

FEES

- ◆ Administrative services fee schedule:
Police Officers' Plan - \$1,100 per month
Firefighters' Plan - \$1,100 per month
General Employees' Plan - \$1,500 per month

The fees are all-inclusive and guaranteed for three years

SUSY PITA, C.P.P.T.

Pension Fund Administration & Consulting Services, Inc.
22233 Drawbridge Drive ◆ Leesburg, Florida 34748
Phone: 352-787-9795 ◆ Fax: 352-787-2699 ◆

City of Apopka List of Pension Plan Administrator Responsibilities

- Enrolling active employees who want to enter DROP
- Assist employees leaving DROP.
- Assist employees with Buying Back Years of Service.
- Separation of employment procedures and required paperwork.
- Ensuring that plan information is available to those who are entitled to receive it, and that the information is accurate, complete, and provided within the timeframe specified in the PBA.
- Enrolling new and rehired employees in the pension plan.
- Providing plan beneficiaries information about their rights and responsibilities in respect to the pension plan.
- Providing plan beneficiaries information and documents that are required to be disclosed.
- Monitoring payments to plan beneficiaries when they are due. Ensure timely disbursement.
- Monitoring payments to former spouses of plan beneficiaries. Ensure timely disbursement.
- Responding to inquiries or complaints from plan beneficiaries.
- Attend monthly new hire orientation to educate employees on pension.
- Attend annual open enrollment to educate employees on pension.

Good morning!

I reviewed with John the Scope of Services in proposal and would like to leave the following in hands of city finance:

- Review all invoices and submit payments in timely manner
 - This is done by Finance and HR as follows:
 - Prudential & Global comes to Finance
 - Attorney Fee Invoices go to HR
- Review all bank statements and financial transactions for accuracy.
- Coordinate pension fund investments with money managers.
- Facilitate and submit required data for annual audits and financial reports
- Provide data to the Division of Retirement of the Annual State Report

I am unsure that any assistance by this person is needed on behalf of finance.

Thank you,

Jamie Roberson, CGFO
Finance Director
City of Apopka
120 East Main Street
Apopka, FL 32703
Office Phone: (407) 703-1725
Fax Phone: (407) 703-1723
Email: jroberson@apopka.net

