



Lauderhill Police Retirement System

Lauderhill Police Retirement System
6279 West Oakland Park Blvd.
Lauderhill, FL 33313
September 7, 2011
2:00 PM

Roll Call:

Mr. David Hennessy called the meeting of the City of Lauderhill Police Officers' Retirement System to order at 2:07 p.m. at the City of Lauderhill Police Department.

Members Present:

David Hennessy, Chairman, Gary Celetti, Trustee and Floyd Harris, Trustee

Absent & Excused:

Kennie Hobbs, Trustee and Michael Lucas, Secretary

Others Present:

Jeff Swanson, Southeastern Advisory, LLC , Adam Levinson, Board Attorney, Klausner & Kaufman, P.A. and Bob Dorn, Plan Administrator

It should be noted that there was a quorum for the Board to have an official meeting.

Consent Agenda: Warrant Ratification / Approval:

Warrant 174

Payment of \$669.02 to Michael Lucas for reimbursement for the June /2011 FPPTA pension conference. Motion made by Mr. Celetti to approve Warrant 174 as outlined, which was seconded by Mr. Hennessy. Motion passed 3-0.

Warrant 177

Payment of \$960.00 to Dulaney & Company, Inc. for actuarial services rendered through July 31, 2011. Motion made by Mr. Celetti to approve Warrant 177 as outlined, which was seconded by Mr. Harris. Motion passed 3-0.

Warrant 178

Payment of \$910.25 To Klausner & Kaufman for legal services rendered through July 31, 2011 actuarial services. Motion made by Mr. Celetti to approve Warrant 178 as outlined, which was seconded by Mr. Harris. Motion passed 3-0.

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Warrant 179

Payment of \$25,566.75 to Mr. Andrew Pena, which represents the amount of his contributions to the plan. Mr. Pena resigned his position in the police department and has made an official request to have his contribution refunded to him on September 3, 2011. The amount stated is his gross amount and the applicable taxes will be taken out from the bank before payment. The motion included the amount, taxes taken out and the completion of all necessary forms by Mr. Pena. Motion made by Mr. Celetti to approve Warrant 179 as outlined, was seconded by Mr. Harris. Motion passed 3-0.

Warrant 180

Payment of \$2,190.00 to Klausner & Kaufman for legal services rendered through August 31, 2011. Motion made by Mr. Celetti to approve Warrant 180 as outlined, which was seconded by Mr. Harris. Motion passed 3-0.

Warrant 181

Payment of \$300.00 to Dulaney & Company Inc. actuarial services rendered through August 31, 2011. Motion made by Mr. Celetti to approve Warrant 181 as outlined, which was seconded by Mr. Harris. Motion passed 3-0.

Warrant 182

Payment of \$695.48 to Fiduciary Trust International for custodial services for account S14800116853 final custody fee. Motion made by Mr. Harris to approve Warrant 182 as outlined, which was seconded by Mr. Celetti. Motion passed 3-0.

Warrant 183

Payment of \$7.01 to Fiduciary Trust International for custodial services for R & D account final custody fee. Motion by Mr. Harris to approve Warrant 183 as outlined, which was seconded by Mr. Celetti. Motion passed 3-0

Warrant 184

Payment of \$587.54 to Fiduciary Trust International for custodial services for ICC Capital Fund account final custody fee. Motion by Mr. Harris to approve Warrant 184 as outlined, which was seconded by Mr. Celetti. Motion passed 3-0

Warrant 185

Payment of \$27.78 to Fiduciary Trust International for custodial services for WJA Hedge FD account final custody fee. Mr. Swanson and Mr. Hennessy advised that they do not believe that the Police Plan ever had the WJA Hedge Fund and it might be another city board. The Board did not vote on this matter.

Mr. Hennessy and Mr. Harris executed all of the aforementioned warrants.

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Southeastern Advisory- Monitor Report

Mr. Swanson advised the following information to the Board: As of June 30, 2011, the allocation for plan assets was, 28.5% Fixed Income, 3% Cash, 9.5% Absolute Return, 42.2% Domestic Equity, and 16.6% International Equity. Mr. Swanson advised that we are close to target allocations in each area.

Mr. Swanson advised that as of the same time period, the manager allocation was: PIMCO Total Return -13.7% (\$3,971,953); PIMCO INV Grade Bond - 11.3% (\$3,278,627); Note Receivable -3.5% (\$1,000,000); R & D Account - 1.0% (\$284,519); ICC Capital - 44.5% (\$12,849,123); EuroPacific - 9.1% (\$2,631,107); Nuveen TW Global All Cap - 7.5% (\$2,154,886); PIMCO All Asset - 9.5% (\$2,735,586).

The total fund assets at the end of this quarter were \$28,906,495.00. The total fund was down -0.7%. Total Fund net of fees the loss was -0.8%. The total number of securities in the fund was 120, which provided broad diversification. The largest single company stock owned was General Electric Co. with is 2.2% of portfolio.

Mr. Swanson advised that the market is down and all of his other clients are in similar positions at this time in the market.

Attorney Report:

No formal report provided

Plan Administrator Report:

Mr. Dorn advised that Mr. Andrew Pena, an ex-member of the plan has made an official request to have his contributions return to him. Mr. Pena was not a vested member. Mr. Dorn advised that he sent Mr. Pena the necessary forms for the return of his funds.

Jorge Manchola requested to have his numbers completed for his early retirement. A request was sent to the actuary for this information.

Mr. Dorn presented to the Board the Mr. Irv Martinez documents so that he can purchase two years of previous creditable service. The Board approved the documents supplied by Mr. Martinez with the condition that he signs an affidavit that the documents presented were true and correct. The motion was made by Mr. Celetti and seconded by Mr. Harris. The motion was passed 3-0 upon the Mr. Martinez signing the affidavit. Mr. Levinson advised that he would assist Mr. Dorn in drafting the affidavit.

Mr. Dorn presented the engagement letter for Goldstein, Schechter & Koch to conduct the audit for the fiscal year ending September 30, 2011. The Board Trustees and Mr. Levinson reviewed and approved the content of the agreement. A motion was made by Mr. Celetti to engage Goldstein, Schechter & Koch to conduct the independent annual audit. The motion was seconded by Mr. Hobbs. The motion passed 3-0. Mr. Hennessy executed the documented on behalf of the Board.

Mr. Dorn advised the Website is up and running. We will be adding forms and additional data to the website. We are requesting any new pictures as well as input from the Board and the membership.

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Mr. Dorn presented to the Board the completed DROP beneficiary form for Darryl King. Mr. King has selected 100% Joint and Contingent for his benefit election. A motion was made to accept Mr. King's election by Mr. Harris. The motion was seconded by Mr. Celetti. The motion passed 3-0. Mr. Hennessy executed the document for the Board. Mr. Dorn presented to the Board the completed DROP beneficiary form for Tundra King. Mrs. King has selected 100% Joint and Contingent for his benefit election. A motion was made to accept Mrs. King's election by Mr. Harris. The motion was seconded by Mr. Celetti. The motion passed 3-0. Mr. Hennessy executed the document for the Board.

Mr. Dorn presented the Board dates for meeting during the calendar year 2012. The Board approved the meeting dates (the first Wednesday of the month, except for July which will be the second Wednesday). Mr. Dorn advised that he will have it posted on the web site.

Mr. Dorn advised the Board that a former employee identified as Mr. Cristian Moraga was issued an overpayment for his pension contributions. Mr. Dorn advised that Mr. Moraga's paperwork was received by Benefits-USA (previous Plan Administrator) on April 14, 2011. The Board's Attorney notified Benefits-USA of their termination as the plan administrator on April 18, 2011. On April 27, 2011, a staff member at Benefits-USA transmitted an e-mail to FTIS (Fiduciary Trust International) requesting FTIS to pay Mr. Moraga the refund of contributions (without Board approval and after termination). FTIS rec'd & paid. On April 28, 2011, Mr. Dorn and Mr. Williams picked up the plan files from Benefits-USA. A representative from Benefits-USA gave Mr. Dorn and Mr. Williams the agenda, and warrants that were pending Board approval for the May 4, 2011 meeting. One of the warrants was for Mr. Moraga's refund of contributions. No information was given that the payment was already requested. Further the e-mail in question was not provided to Mr. Dorn & Mr. Williams. There were no signed warrants or other bank forms completed. On May 4, 2011, the Board held its meeting and the warrants were signed including Mr. Moraga's return of contribution in the proper forum. The warrants were transmitted to FTIS for processing. FTIS then paid Mr. Moraga a second payment. Mr. Williams had a meeting with FTIS representatives on August 30, 2011 and was advised of the foregoing. As a result of the meeting, FTIS attempted to recall the payment, but was notified several days later that the account was closed. A certified letter was written to Mr. Moraga's last known address regarding the situation. Mr. Dorn provided the Trustees copies of the documents regarding this file.

Mr. Levinson advised that Mr. Dorn should try to find out where Mr. Moraga's new address is and e-mail to try and make contact in an effort to collect the overpayment. Mr. Dorn advised that he would make the effort. Mr. Levinson advised that he would like the procedures that Precision Pension Administration uses to pay bills, as well as Salem Trust and Fiduciary Trust. Mr. Levinson advised that he would bring this up at the next meeting to discuss action against Mr. Moraga.

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Adjournment:

Mr. Celetti moved to adjourn the meeting. The motion was seconded by Mr. Harris. The motion passed 3-0. The meeting was adjourned at 3:30 p.m.

Approved: _____ Date: _____
Chairman Hennessy