

## **City of Lauderhill Police Officers' Retirement Plan**

### **Minutes**

February 10, 2021

2:30 P.M.

#### **Call to Order / Roll Call:**

Mr. David Hennessy called the meeting of the City of Lauderhill Police Officers' Retirement Plan to order at 2:35 P.M. at the Lauderhill Police Department 6279 West Oakland Park Blvd in Lauderhill Florida.

#### **Public Discussion:**

None.

#### **Members Present:**

Mr. Dave Hennessy – Chairman; Ms. Andrea Anderson – Secretary<sup>1</sup>; Mr. Sam Smith and Mr. Brad Mitchell – Trustees.

#### **Absent:**

Mr. Kennie Hobbs

#### **Others Present:**

Ms. Cassandra Harvey<sup>2</sup> - Klausner Kaufman, Jensen & Levinson; Mr. Don Dulaney, Ms. Corinne Paull & Ms. Lindsey Singer<sup>3</sup> - Dulaney & Company; Mr. Dave Williams, Plan Administrator and Ms. Patty Ostrander<sup>4</sup> – Administrative Assistant.

#### **Consent Agenda: Warrant Ratification / Approval:**

##### **Approval of Minutes:**

The Board of Trustees reviewed the minutes for January 13, 2021 meeting. Mr. Smith made a motion to approve the minutes, seconded by Mr. Mitchell. The motion passed 4-0.

##### **Warrant 931**

Final DROP Payment request for Peterson Hackshaw. Motion to approve by Mr. Mitchell, seconded by Mr. Smith. The motion passed 4-0.

##### **Warrant 932**

Return of Pension Contributions for Heather Krips. Motion to approve by Mr. Smith, seconded by Mr. Mitchell. The motion passed 4-0.

##### **Warrant 933**

Return of Pension Contributions for Serika Thomas. Motion to approve by Mr. Mitchell, seconded by Mr. Smith. This warrant was voided.

##### **Warrant 934**

Payment \$8.82 to Fifth Third Bank for office supplies. Motion to approve by Mr. Mitchell, seconded by Mr. Smith. The motion passed 4-0.

##### **Warrant 935**

Payment \$6,647.86 to Crawford Investment Counsel for Investment Manager fees for the first quarter of 2021. Motion to approve by Mr. Mitchell, seconded by Mr. Smith. The motion passed 4-0.

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<sup>1</sup> Attended Remotely.

<sup>2</sup> Attended Remotely.

<sup>3</sup> All Attended Remotely.

<sup>4</sup> Attended Remotely.

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**Warrant 936**

Payment \$4,240.97 to Fifth Third Bank for Third quarter custodial fees. Motion to approve by Ms. Anderson, seconded by Mr. Smith. The motion passed 4-0.

**Warrant 937**

Payment \$5,930.00 to Dulaney & Company for actuarial services through December 2020. Motion to approve by Mr. Mitchell, seconded by Mr. Mitchell. The motion passed 4-0.

**Warrant 938**

Payment \$2,590.00 to Klausner, Kaufman, Jensen & Levinson for legal services through January 2021. Motion to approve by Mr. Mitchell, seconded by Mr. Smith. The motion passed 4-0.

**Warrant 939**

Payment \$310.92 to American Express for office supplies. Motion to approve by Mitchell, seconded by Mr. Smith. The motion passed 4-0.

**ATTORNEY'S REPORT:**

Mrs. Harvey discussed a draft policy for contractual provisions for investment managers to give the Board an understanding of what the provisions are and what are included in any side letters to investment manager agreements. Mrs. Harvey stated that if approved, this will need to be updated every three years. Motion to accept this contractual provision by Mr. Smith, seconded by Ms. Anderson. Motion passed 3-0 (Mr. Mitchell was off the dais).

Mrs. Harvey discussed the memo that her firm distributed regarding Missing or Nonresponsive Participants and Beneficiaries.

Mrs. Harvey released the power point for the upcoming Educational Seminar, Trustee input sought.

Mr. Williams spoke with Ms. Serika Thomas regarding her resignation from the Police Department and her refund of contributions eligibility. Ms. Thomas is being told different information from each plan. Mr. Williams contacted Mrs. Harvey on this matter, who drafted a response for the member. Mrs. Harvey sent a copy of the letter to Mr. Hobbs for his input. As of today, no response has been received from Mr. Hobbs. Mr. Hennessy stated that she should wait until the end of the week to hear back from Mr. Hobbs and if no response, send the letter that Mrs. Harvey created.

**NEW BUSINESS:**

One new member was identified for pension entry – Cody Richards. Motion to approve pension entry by Mr. Mitchell, seconded by Mr. Smith. The motion passed 4-0

**OLD BUSINESS:**

Reminder - Educational Seminar – April 21, 2021.

**ACTUARY'S REPORT:**

Mr. Dulaney stated that the annual statements are almost finished and should be sent to the Pension office by the end of the week.

Mr. Dulaney stated that they are working with the auditors.

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**PLAN ADMINISTRATOR'S REPORT:**

Mr. Williams updated the Board on the e-verify<sup>5</sup> system and the steps taken to ensure all our vendors are registered.

Motion to approve the Administrative report by Mr. Smith, seconded by Ms. Anderson. Motion passed 4-0.

Mr. Williams will send the power point presentation to the Board for their review and he will prepare a notice for the membership to attend the Educational Seminar.

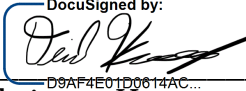
Mr. Williams talked about the snapshot procedure and he emailed Mr. Hobbs regarding this. Mr. Williams has not received a response as of today's meeting. Mr. Williams will follow up with Mr. Hobbs.

**OPEN DISCUSSION:**

Mr. Hennessy would like to update the photos on the website. He will have the Chief's secretary email pictures to Mrs. Ostrander.

**ADJOURNMENT:**

Being there was no other business; the meeting was adjourned at 3:31 P.M.

Approved:  \_\_\_\_\_ Date: 3/4/2021  
Chairman Hennessy

<sup>5</sup> <http://laudhillpolicepension.org/docs/announcements/Cover%20to%20Service%20Providers%20re%20E-Verify%20memo.pdf#zoom=100>