

CITY OF KEY WEST POLICE & FIRE PENSION BOARD
REGULAR MEETING MINUTES
FRIDAY, DECEMBER 8, 2023 – 8:30 A.M.

1. Call to Order and Roll Call

The meeting was called to order at 8:40 a.m. by the Chairman, Terry Garcia. The following Trustees were present: Kevin Cates, Matt Haley, Chris Saunders, and Alfredo Vazquez. Also present was Susy Pita, Plan Administrator, Don Dulaney, Plan Actuary, Adam Levinson, Plan Attorney, Steve Stack, Investment Manager, and John Thinnnes, Investment Consultant. There were also several members in the audience.

2. Approval of Minutes

A motion was made by Alfredo Vazquez to approve the minutes from regular meeting held September 8, 2023 and the Disability Hearing held September 8, 2023. Seconded by Matt Haley, the motion carried unanimously.

3. Disbursements

A motion was made by Matt Haley to approve the disbursement report as presented. Seconded by Kevin Cates, the motion carried unanimously.

Public Comments

The Chairman moved Item #11, Public Comments, up on the agenda to accommodate the members who were in attendance to address the DROP participation period (under Item 9b). A lengthy discussion took place regarding potential changes to the current DROP provisions. Following the discussion a motion was made by Chris Saunders to take the recommended changes to the Unions for their input and to provide the feedback to the Plan Administrator by December 22nd. Seconded by Alfredo Vazquez, the motion carried unanimously.

4. Simonton Center Property Manager's Report

Will Langley was unable to attend today's meeting but will send an update to the Plan Administrator for distribution to the Trustee's after today's meeting.

5. Investment Manager's Report

Steve Stack provided the Highland Capital Management report as of September 30, 2023. Ending market value was \$25,221,016 with an annualized return of 6.00%.

6. Investment Consultant's Report

John Thinnnes reviewed the portfolio results for the quarter ending September 30, 2023. The Asset Allocation (by manager) was as follows: Schroders Fixed Income - \$28,782,267, Highland Capital - \$25,221,344, Winslow Large Growth -\$11,947,319, Fred Alger - \$11,890,620, JPM Infrastructure - \$9,677,557, WCM Focused International Growth - \$8,794,233, Real Estate-SC \$8,835,227, American Funds Euro Pacific - \$7,338,665, Cambiar Investments - \$7,488,362, Rice James Equity - \$6,366,422, PIMCO Global Bonds - \$6,294,949, R&D Account/Escrow - \$1,602,509, and the Mutual Fund Account - \$578. The total market value of the portfolio was at \$134,240,052.

7. Actuary's Report

Don Dulaney handed out and reviewed the estimated Share Plan distribution for the retirees. He will finalize the report as soon as he receives the annual census data from the City Finance Department. Upon receipt, the Plan Administrator will process the distributions with Salem Trust.

8. Attorney's Report

Adam Levinson updated the Trustees on the House Bill 3 reporting requirements. He continued his report to the Board under the agenda items requiring his input.

9. Old Business – Status of Ordinance – Insurance Stipends

(a) Ordinance No. 23-36 for the Cancer Presumption and Secure Act 2.0 was passed and approved by City Commission, at second reading, on October 12, 2023.

(b) The DROP Participation Period was discussed under Public Comments immediately following agenda item #3.

10. New Business

(a) A motion was made by Matt Haley to approve the DROP entry for Todd Stevens effective September 1, 2023. Seconded by Alfredo Vazquez, the motion carried unanimously.

(b) The Plan Administrator reviewed the Annual Expense Report for the Fiscal Year ending 09/30/2023. Following a brief discussion, a motion was made by Chris Saunders to approve the Annual Expense Report as presented. Seconded by Alfredo Vazquez, the motion carried unanimously. The Plan Administrator will see to the proper distribution.

(c) The Plan Administrator will reach out to the Attorney and request that he update the Summary Plan Description for the Trustee's review and approval at the next meeting.

ADDED ON:

A motion was made by Chris Saunders to pay the Plan Administrator a \$1,000 Christmas Bonus. Seconded by Kevin Cates, the motion carried unanimously.

11. Public Comments

Public Comments were addressed after agenda item #3 at today's meeting.

12. Next Meeting Date

The next regular meeting date will be Friday, March 8, 2024 at 8:30 a.m.

13. Adjournment

The meeting ended at 10:30 a.m.

Approved by the Pension Board of Trustees at the regular meeting held on March 8, 2024.