

**CITY OF WEST MELBOURNE
POLICE OFFICERS' RETIREMENT BOARD
JUNE 8, 2022**

The West Melbourne Police Officers' Retirement Board met in special session on Wednesday, June 8, 2022 in the City Council Chamber, 2285 Minton Road, West Melbourne, Florida.

MEMBERS PRESENT: Chairman Scott Morgan (resident member)
Secretary Jennifer Curran (police member)
Pat Bentley (resident member)
William Paz (fifth member)

MEMBERS ABSENT: James Parsons (police member) - excused

CONSULTANTS: Pedro Herrera, Board Attorney – *Sugarman & Suskind**
Karan Rounsavall, Plan Administrator

Chairman Morgan called the meeting to order at 9:05 a.m. A quorum was in attendance. *Virtual presence – the attorney attended meeting via communications media technology (Zoom platform hosted by the City of West Melbourne).

Board members observed a moment of silence for Police Captain Carlos Navedo who passed away earlier in the week.

The purpose of the meeting was to acknowledge receipt, review and discuss responses to the Retirement Board's Request for Proposal (RFP) for actuarial services. At its quarterly meeting on April 27, 2022, the retirement board directed the attorney to prepare the RFP with responses due for consideration at this meeting.

Chairman Morgan advised that the retirement plan had utilized Foster & Foster as its actuary for the past nine years and was satisfied with their services. The RFP was consistent with the board's policy for periodic review of professional service providers.

Electronic responses to the RFP were received from the following four firms: Buck Global, Foster & Foster (F&F), GRS, and Nyhart. Plan Administrator Rounsavall prepared a simple spreadsheet comparing the proposed fees for each firm across varying categories.

It was mentioned that GRS served as the plan's actuary prior to F&F (2013). Mrs. Rounsavall elaborated briefly on the plan's past experience with GRS and reasons for changing actuaries. Along this line, Member Curran noted that the retirement board changed several professional service providers in that time period (e.g. attorney, custodian, actuary).

Board members agreed to focus on the responses received from F&F and GRS as these firms were primarily located in Florida and had the most experience with Chapter 175/185 retirement plans. Attorney Herrera was familiar with both firms and knew the actuaries that would service the plan if selected.

Fees charged by F&F and GRS were remarkably similar and differed by only a few hundred dollars for mandated services (i.e. annual valuation, 112 compliance, GASB reports, etc.) Both firms proposed an annual across-the-board fee adjustment based on the Consumer Price Index for All Urban Customers (CPI-U). However, GRS proposed

fees were fixed for 2022 and 2023 with the annual fee adjustment effective in 2024 and later years. F&F fees were subject to the annual fee adjustment as of 2023.

Chairman Morgan queried board members on how they wished to proceed. Options included presentations from the two short-listed firms at the next quarterly meeting or selection at this meeting based on the responses received. Members Bentley and Paz were comfortable with both firms. If making a "paper pick" decision, Member Bentley favored GRS as it provided an additional fixed fee year before annual adjustments were implemented.

Chairman Morgan preferred presentations from F&F and GRS at the next quarterly meeting. He wanted to meet the actuary who would be assigned to the West Melbourne Police Retirement Plan and ensure that the board's timeframe for early quarterly meetings could be accommodated. Board members also wished to see samples of member forms from both firms, specifically, annual member statements, benefit election forms, and share account statements.

Member Curran moved to invite the lead actuaries from F&F and GRS to make presentations at the next meeting and to request the additional member forms mentioned above. Member Paz seconded the motion which carried unanimously.

Plan Administrator Rounsavall would contact F&F and GRS to request presentations at the July 27, 2022 quarterly meeting and to request samples of the member forms as stated.

PUBLIC COMMENT - None

ADJOURNMENT

The meeting adjourned at 9:55 a.m.