
**JACKSONVILLE POLICE AND FIRE PENSION FUND
ADVISORY COMMITTEE
MEETING SUMMARY – JANUARY 10, 2018 – 9:00AM**

PRESENT

James Holderfield, Police Representative
Michael Shell, Police Representative
Thomas Lumpkin, Retired Representative
Jean Paravisini, Fire Representative
Michael Pelletier, Police Representative
Richard Reichard, Fire Representative
Christopher Stover, Fire Representative

STAFF

Timothy H. Johnson, Executive Director – Plan Administrator
Steve Lundy, Assistant Plan Administrator
Chuck Hayes, Pension Benefits Manager
Lawsikia Hodges, Office of General Counsel
Bob Sugarman, Fund Counsel – via webex

GUESTS

I. CALL TO ORDER

James Holderfield called the meeting to order at 9:00AM.

II. A MOMENT OF SILENCE WILL BE OBSERVED FOR THE FOLLOWING DECEASED MEMBER:

Christopher Stover informed the Advisory Committee that retired Fire Chief Miles Bowers has passed away. He said that Chief Bowers had an astounding 57 years on the job before he retired.

Larry J. Beck, Retired Firefighter Engineer
Miles R. Bowers, Retired Fire Chief
Dennie C. Haltiwanger, Retired Police Sergeant

James Holderfield asked the new members of the Advisory Committee to introduce themselves.

Michael Pelletier introduced himself. He said that he has been with JSO since 2006, works in the canine unit with Michael Shell, is a member of the Honor Guard, and is happy to be here.

Thomas Lumpkin introduced himself. He said that he has been retired since 1997. He thanked everyone for the opportunity to serve on the Advisory Committee.

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Jean Paravisini introduced himself. He said that he has been with JFRD for 8 years, currently works at Engine 44 B-Shift, and is happy to be a part of the Advisory Committee and is looking forward to the new experience.

Richard Reichard introduced himself. He said that he has been with JFRD for 23 years, recently assumed the appointed position of Chief, and is happy to be a part of the Advisory Committee.

James Holderfield asked the other people at the table to introduce themselves as well.

Lawsikia Hodges introduced herself. She said that she is one of the Fund's two counsels. She informed the Advisory Committee that a representative of OGC staffs all boards and commissions in the City. She said that she is happy to represent the Advisory Committee and Board.

Bob Sugarman introduced himself. He said that he is a Board-Certified labor lawyer, and provides specialized services to the Board, while working alongside OGC. He said that he has practiced law for 45 years, and his main goal is to protect the Trustees and members of the Advisory Committee.

Timothy Johnson introduced himself and Steve Lundy. He said that he and Steve Lundy would talk about the structure of the Advisory Committee meetings amongst other topics in the orientation following this meeting.

Lawsikia Hodges added that all new members of the City's Boards and Commissions are required to attend ethics training, which covers Sunshine Law, Public Records, and Ethics. She said that Carla Miller conducts these training sessions bi-monthly at City Hall. She said that she would contact each Advisory Committee member individually for a quick overview of the basics.

Chuck Hayes introduced himself. He said that he has been with the Fund for 15 years, and is glad to see all the new members at the table today.

III. PUBLIC SPEAKING PERIOD

There were no requests for Public Speaking. Public Speaking Period closed.

IV. ELECTION OF OFFICERS

1. CHAIR

Michael Shell made a motion to nominate James Holderfield for Chair. Seconded by Christopher Stover. The vote passed unanimously.

James Holderfield said that he appreciated the vote of confidence.

2. VICE CHAIR

Michael Pelletier made a motion to nominate Michael Shell for Vice Chair. Seconded by Christopher Stover. The vote passed unanimously.

V. CONSENT AGENDA (ITEMS 1-8)

The benefits listed below have been reviewed and approved by the Pension Benefits Manager.

1. MEETING SUMMARY TO BE APPROVED

1. **Summary of the meeting held December 13, 2017**
Copy held in the meeting file.

Michael Shell made a motion to approve the meeting summary for December 13, 2017. Seconded by Christopher Stover. The vote passed unanimously.

2. APPLICATION FOR SURVIVOR BENEFITS

Michael Shell made a motion to approve the Application for Survivor Benefits. Seconded by Christopher Stover. The vote passed unanimously.

3. APPLICATION FOR TIME SERVICE CONNECTIONS

Michael Shell made a motion to approve the Application for Time Service Connections. Seconded by Christopher Stover. The vote passed unanimously.

4. REFUND OF PENSION CONTRIBUTIONS

James Holderfield described the agenda items, which are listed as 'received as information'. He also briefly described pension contribution refunds.

The Refund of Pension Contributions were verified with supporting documentation and received as information by the Advisory Committee.

5. SHARE PLAN DISTRIBUTIONS

Chuck Hayes said that the last two distributions are for members who have not fully completed their application. He said that the only thing remaining on their applications are the signatures by the members' wives.

The Share Plan Distributions were verified with supporting documentation and received as information by the Advisory Committee.

6. DROP PARTICIPANT TERMINATION OF EMPLOYMENT

The DROP Participant Termination of Employment were verified with supporting documentation and received as information by the Advisory Committee

7. DROP DISTRIBUTIONS

The DROP Distributions were verified with supporting documentation and received as information by the Advisory Committee.

8. DROP DISTRIBUTIONS FOR SURVIVORS

The DROP Distributions for Survivors were verified with supporting documentation and received as information by the Advisory Committee.

VI. OLD BUSINESS

1. Affidavits

Timothy Johnson briefed the new members of the Advisory Committee on the Affidavits. He said that new language would be inserted into the current affidavit which would help to answer the question of who is reemployed by the City and receiving a pension simultaneously. He said that the draft affidavits were included in the book for the Advisory Committee and OGC to review, and provide feedback at the February Advisory Committee meeting.

James Holderfield said that this new draft looks fantastic, and is better than the last version.

VII. COUNSEL REPORTS

Lawsikia Hodges & Bob Sugarman

Lawsikia Hodges informed the Advisory Committee that Ordinance 2017-759 was approved by City Council. She said that the legislation added three new protected jobs, which may be filled by retirees of the PFPF – Stable Manager, Chaplain, and Inmate Supervisor.

VIII. EXECUTIVE DIRECTOR'S REPORT

Timothy Johnson

Timothy Johnson said that there is no Executive Director's report today. He said that more information would be given in the orientation meeting following the Advisory Committee Meeting.

IX. NEW BUSINESS

1. CANCELLATION OF TIME SERVICE CONNECTION

1. VOUGHT, Kelly D.

Timothy Johnson briefed the Advisory Committee on Kelly Vought's request to cancel part of his Time Service Connection (TSC). He described the attached pages – the TSC application, the letter requesting the partial cancellation, the PFPF's processing document, and the check received from Empower which covers a portion of the TSC cost.

Timothy Johnson said that Vought made the request to purchase 2 years, 8 months, and 17 days. He said that Vought would pay for this with approximately \$12k from his Empower account, and the remaining approximately \$21k would be paid through payroll deduction over a certain period of years. He said that after the PFPF staff received the check from Empower, and after the Board of Trustees approved the TSC, Vought would have returned to the PFPF office to set up the payroll deduction for the remaining amount – however he sent the letter requesting a cancellation of part of his TSC. He said that Vought requested to reduce the amount of time purchased to 1 year.

Chuck Hayes said that this is the first time this has happened.

James Holderfield asked why there was a delay between the approval of the application by the Board and the selection of payroll deduction by the employee.

Chuck Hayes said that Vought came in October to fill out the application, and decided to use funds from his Empower account. He said that the Fund cannot take his word that he has \$12k in his account until the Fund receives the check from Empower. He said that once the check is received for the correct amount, then the employee is asked to return to the office to set up the payroll deduction.

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Lawsikia Hodges said that pursuant to the code, the TSC takes two things: First, the application, and secondly, the payment. She said that an amended application would seem to be an appropriate solution – to give Vought the amount of time covered by the check from Empower.

James Holderfield asked how much time the Empower check could buy.

Timothy Johnson said that the Empower check would cover about a year.

Bob Sugarman said that the member should get what he pays for. He said the main issue is how to handle situations like this in the future.

James Holderfield suggested adding a line item in the Benefit Correction and Appeal Policy, which would address situations like this.

Chuck Hayes said that ITD would need to be involved in this specific case. Vought's TSC would need to be cancelled in the system, and a new one set up reflecting the new amount of time purchased with the Empower check.

Timothy Johnson said that the question is whether Vought made the commitment to pay the total \$32k when he filled out the application, or does he have the opportunity to change once the Fund receives all the financial information.

Lawsikia Hodges said that she does not see this as a promissory note that the Fund could enforce. She said that it is a request. She said that if Vought does not pay the total amount, then he does not receive the total time service credit.

Bob Sugarman said that a separate Time Service Credit Purchase Policy is needed. He said that we need to decide at what point in this process can changes be made and when they cannot. He said that he and Lawsikia Hodges would create this Purchase Policy.

Bob Sugarman said that in the meantime, the Fund has received a certain amount of money from Vought that will pay for a certain amount of time. He said that Vought should be brought in to the PFPF office and shown how much money the Fund has received, and how much time it would purchase. He said that the TSC application would be amended to reflect this new amount of time. He said that Vought could always return another day to purchase additional time if he wishes.

Michael Shell said that the October 1, 2017 raises would affect the rate at which Vought would pay for any new TSC.

Lawsikia Hodges said that Vought's salary at the time he makes the amended TSC application would be used for the calculation. She said that she is not completely clear on the PFPF's

administrative rules regarding the TSC process, and would need to discuss the rules with Chuck Hayes.

Bob Sugarman said that the TSC should be amended with the same date, since the Fund has received the money from Empower. He said that once Vought signs the amended TSC, it would be sent back to the Advisory Committee, then to the Board of Trustees for final approval.

Timothy Johnson and Lawsikia Hodges indicated their approval of Bob Sugarman's suggestion.

Bob Sugarman said that this problem can be solved now, however in the future, a TSC Purchase Policy should be created.

Michael Shell asked if the Advisory Committee should see Vought's amended TSC application before the Advisory Committee approves.

James Holderfield said yes – the Advisory Committee needs to see the amended TSC application.

Bob Sugarman said that a motion is needed to defer approval of Vought's Time Service Connection pending receipt of the amendment.

Michael Shell made a motion to defer Kelly Vought's Time Service Connection pending receipt of the amendment. Seconded by Michael Pelletier. The vote passed unanimously.

Bob Sugarman reminded the Advisory Committee that all emails to the PFPF are public records. He suggested that new members who do not have an official City of Jacksonville email account create a dedicated email account to use for Advisory Committee

X. **NEXT MEETING**

Wednesday, February 7, 2018 at 9:00AM

XI. **ADJOURNMENT**

James Holderfield Adjourned the meeting at 9:56AM.

NOTES:

Any person requiring a special accommodation to participate in the meeting because of disability shall contact Steve Lundy, Assistant Plan Administrator, at (904) 255-7373, at least five business days in advance of the meeting to make appropriate arrangements.

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The public meeting may be continued to a date, time, and place to be specified on the record at the meeting. If any person decides to appeal any decision made with respect to any matter considered at this public meeting such person will need to a record of proceedings, and for such purpose such person may need to ensure that a verbatim record of the proceedings is made at their own expense and that such record includes the testimony and evidence on which the appeal is based.

Additional items may be added / changed prior to meeting.

Meeting recorded by Steve Lundy, Assistant Plan Administrator.

James Holderfield, Chairman

To be approved at the Advisory Committee Meeting on February 7, 2018.