

**NORTH PORT MUNICIPAL POLICE OFFICERS' PENSION –  
LOCAL OPTION TRUST FUND  
REGULAR QUARTERLY MEETING  
MONDAY, MARCH 9, 2020**

Present: Jason Richter, Secretary (Officer, elected by Police Officer Members); Keith Brown (North Port Resident Appointed by the Commission); Mark Harms (North Port Resident Appointed by the Commission); Investment Consultant Jennifer Gainfort (AndCo.); Board Attorney Scott Christiansen (Christiansen & Dehner PA); Plan Administrator Amber McNeill; Mark Rhein (Salem Trust); Jennifer Ruffino-Cook (Mauldin & Jenkins)- by phone; Jonathan Davidson (KTMC); Kim Ferrell (City of North Port)

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The North Port Municipal Police Officers' Local Option Board of Trustees Quarterly Meeting was called to order in Committee Meeting/Training Room 244 at 1:22 p.m.by Secretary Richter.

The Pledge of Allegiance was led by the Board.

**2. PUBLIC COMMENT**

There was no public comment.

**3. APPROVAL OF MINUTES**

**a. December 9, 2019 Regular Meeting**

*A motion was made by Trustee Harms, seconded by Trustee Brown, to approve the meeting minutes of the December 9, 2019 Regular Meeting as presented. The motion carried unanimously.*

**5. AUDITED FINANCIAL STATEMENTS: JENNIFER RUFFINO-COOK, MAULDIN & JENKINS**

**a. 2019 Audited Financial Statements**

Ms. Ruffino-Cook presented the 2019 Audited Financial Statement to the Board. It is a clean, unmodified opinion. There was a \$2 million gain in investments, with an ending net position of \$46,453,734. There were no changes made to the Auditor's notes.

*A motion was made by Trustee Harms, seconded by Trustee Brown, to approve the 2019 Audited Financial Statements. The motion carried unanimously.*

**6. INVESTMENT CONSULTANT REPORT: JENNIFER GAINFORT, ANDCO CONSULTING**

**a. Quarterly Investment Report**

Investment Consultant Jennifer Gainfort provided the December 31, 2019 Report to the Board. Ms. Gainfort provided a firm update and a letter from AndCo's CEO, Mike Welker. The market continues to be volatile; the "trade war" with China has reached a phase 1 deal. The total portfolio as of December 31, 2019 was \$49,039,159, with a net fiscal year to date rate of return of 6.60%. Ms. Gainfort reviewed the

Plan's asset allocation and the performance of the individual managers. The Board discussed BlackRock's underperformance at length. Ms. Gainfort does not have any recommendations for change at this time.

**7. SECURITIES MONITOR REPORT: JONATHAN DAVIDSON, KTMC**

Mr. Davidson joined the meeting by phone to review the claims administration letter and contract addendum. KTMC is responsible for monitoring the portfolio and filing claims on the Board's behalf. Currently, they charge no fees for their services. As they now have some clients paying and some that do not, they sought advice from outside counsel. Based on that advice, they are updating their contracts to reflect a fee of 4% of any recovery. All clients will be charged the same percentage. This change will be effective for 2020, and will not impact claims filed before that. Mr. Davidson assured the Board that this is a one time request and they will not ask for an increase in the future.

*A motion was made by Trustee Brown, seconded by Trustee Harms, to approve the fee addendum with KTMC. The motion passed unanimously.*

**8. ATTORNEY REPORT: SCOTT CHRISTIANSEN, CHRISTIANSEN & DEHNER**

There is a senate bill that, if passed, would require additional training for appointed Trustees. Training would be allowed to be done online. Mr. Christiansen is in the process of updating the forms due to changes in the notary statute. The City is moving forward with the ordinance. The Board discussed vested terminated members and their share plan eligibility. Mr. Christiansen explained that vested terminated members are not eligible for future allocations after separation and are specifically excluded.

*A motion was made by Trustee Brown, seconded by Trustee Harms, to approve Mr. Christiansen's interpretation of the Plan. The motion carried unanimously.*

**9. ADMINISTRATOR REPORT: AMBER McNEILL, THE RESOURCE CENTERS**

Ms. McNeill provided the Warrant – Payment of Invoices to the Board for approval.

*A motion was made by Trustee Harms, seconded by Trustee Brown, to approve the Warrant – Payment of Invoices for March 9, 2020. The motion carried unanimously.*

Ms. McNeill requested a motion to approve the benefit approvals for retirees.

*A motion was made by Trustee Harms, seconded by Trustee Brown, to approve the Benefit Approvals. The motion carried unanimously.*

Ms. McNeill provided the cyber liability proposal to the Board for review.

*A motion was made by Trustee Brown, seconded by Trustee Harms, to approve the cyber liability proposal. The motion carried unanimously.*

Ms. McNeill provided a memo from the Resource Centers regarding pandemic planning. The Board reviewed the 2020 conference list with the Board. The Board discussed conducting a yearly alive & well letter in conjunction with Salem's quarterly death audits.

*A motion was made by Trustee Harms, seconded by Trustee Brown, to authorize the Resource Centers to conduct a yearly Alive & Well process, pending counsel review. The motion passed unanimously.*

10. **UNFINISHED BUSINESS** – None

11. **NEW BUSINESS**

*A motion was made by Trustee Harms, seconded by Trustee Brown, to appoint Mr. Chippendale as the 5<sup>th</sup> Trustee. The motion passed unanimously.*

Mark Rhein reviewed Salem Trust's 12-31-19 summary report and provided an update on their February system conversion. The transition went smoothly and any issues were resolved quickly.

The Board reviewed the cyber security memo from Foster & Foster.

12. **PUBLIC COMMENT**

There was no public comment.

13. **PROPOSED SCHEDULING NEXT MEETING: JUNE 8, 2020 AT 1:00 P.M.**

The next meeting for the Police Officers' Board of Trustees is scheduled for June 8, 2020.

14. **ADJOURNMENT**

*A motion was made by Trustee Harms, seconded by Trustee Brown, to adjourn the meeting. The motion passed unanimously.*

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SCOTT SMITH  
CHAIR

Minutes approved this \_\_\_\_\_ of \_\_\_\_\_, 2020.