

**TOWN OF BAY HARBOR ISLANDS  
EMPLOYEES RETIREMENT SYSTEM BOARD OF TRUSTEES MEETING  
NOVEMBER 9, 2022  
9:30 A.M.**

**REVISED AGENDA**

CALL TO ORDER: Set for 9:30 a.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

1. Discussion of investment performance for the quarter ended September 30, 2022. Relevant reports have been provided to the Town of Bay Harbor Islands Retirement Board. Mr. Greg McNeille of DAHAB Associates will be present for the discussion.
2. Discussion and possible action on Alan Castellanos four years of prior military service "airtime" purchase and multiplier. Alan Castellanos requested a review of the four years "airtime" purchase cost and the multiplier applied to those four years purchased. Attached is the Alan Castellanos prepared "Prior Military Service Purchase Time and Multiplier Timeline".
3. Consideration and ratification of individual retirement benefits for Maintenance Worker/Coin Counter Guadalupe Davila. Mr. Guadalupe Davila has chosen a monthly retirement income in the amount of \$1,979.18 payable to the participant for a lifetime, commencing on November 1st, 2022. (Option 12). Mr. Guadalupe Davila's individual retirement benefit calculations provided by the Town of Bay Harbor Islands actuaries, Southern Actuarial Services, and dated July 21, 2022, are attached.
4. Consideration and Approval of individual retirement benefits for Police Officer Kathryn E Sullivan. Ms. Kathryn Sullivan has chosen a single lump sum payment of \$556,694.43 (Option 19) as of December 1, 2022. Ms. Kathryn Sullivan's individual retirement benefit calculations were provided by the Town of Bay Harbor Islands actuaries, Southern Actuarial Services, and dated on October 18, 2022, are attached.
5. Salem Trust presentation of the new service for the online Pension Portal for retirees in pay status. The presentation will be provided by Salem Trust Director, Relationship Manager Karen Russo. Attached is the Pension Portal Introduction memo regarding the Pension Portal for retirees.

**CONSENT AGENDA** (Items of a routine nature; any Board member may request separate consideration of any item on the consent agenda):

6. **REGULAR QUARTERLY INVOICE:**  
Approval of payment of \$4,125.00 to DAHAB for professional services for the 3rd Quarter of 2022 investment advisory fees. A copy of the invoice #BH1222 dated October 1st, 2022 is attached.

7. REGULAR QUARTERLY INVOICE:  
Approval and ratification of payment of \$1,251.00 to Rhumblin Advisers paid through redemption of fund units for 3rd Quarter 2022 investment advisory fees. A copy of the invoice: #gbayha2022Q3 dated October 7th, 2022 is included.
8. REGULAR QUARTERLY INVOICE:  
Approval of payment of \$999.89 to Glovista Investments for professional services for the 2nd Quarter of 2022 - portfolio management fees. A copy of invoice: #glsc02a2qu2022 dated June 30th, 2022 is attached.
9. REGULAR QUARTERLY INVOICE:  
Approval of payment of \$921.96 to Glovista Investments for professional services for the 3rd Quarter of 2022 - portfolio management fees. A copy of invoice: #glsc02a3qu2022 dated September 30, 2022 is attached.
10. REGULAR QUARTERLY INVOICE:  
Approval of payment of \$1,498.55 to Highland Capital for Professional Services rendered for Quarter #3 of 2022. A copy of invoice #31592 dated October 3rd, 2022 is attached.
11. REGULAR QUARTERLY INVOICE:  
Approval of payment of \$225.00 to Southern Actuarial Services for individual benefit calculations for Police Officer Pablo A. Lima. A copy of invoice #235-0822a dated August 17, 2022 is attached.
12. REGULAR QUARTERLY INVOICE:  
Approval of payment of \$225.00 to Southern Actuarial Services for individual benefit calculations for Town Manager Maria Lasday. A copy of invoice #235-0922 dated September 19, 2022 is attached.
13. REGULAR QUARTERLY INVOICE:  
Approval of payment of \$175.00 to Southern Actuarial Services for final individual benefit calculations for Police Officer Kathryn E. Sullivan. A copy of invoice #235-1022a dated on October 26th, 2022 is attached.
14. REGULAR QUARTERLY INVOICE:  
Approval of payment of \$225.00 to Southern Actuarial Services for individual benefit calculations for Director of Communications and Causeway Programs Bridget A. Morin. A copy of invoice #235-1022 dated on October 13th, 2022 is attached.
15. REGULAR QUARTERLY INVOICE:  
Approval of payment of \$325.00 to Southern Actuarial Services for service purchase calculations for Administrative Coordinator Analily Perez. A copy of invoice #235-1122 dated on November 2, 2022 is attached.
16. REGULAR QUARTERLY INVOICE:  
Approval of payment of \$1,400.00 to Sugarman & Susskind for Professional Services rendered to BHIP Plan: to attend meetings with the Town's staff, draft updated SPD, review Muni code, review all passed ordinances since 2016, communication with Town's staff. A copy of invoice #170852 dated on August 2, 2022 is attached.

17. REGULAR QUARTERLY INVOICE:  
Approval of payment of \$1,225.00 to Sugarman & Susskind for Professional Services rendered to BHIP Plan: Draft Castellanos opinion letter, Email Town's staff and draft Castellanos opinion letter into final formatting, teleconference with union attorney regarding buy-back of service. A copy of invoice #172110 dated on September 7th, 2022 is attached.
  
18. REGULAR QUARTERLY INVOICE:  
Approval of payment of \$375.00 to Sugarman & Susskind for professional services rendered to BHIP Plan: teleconference with client, member, and member attorney regarding buy-back calculations.
  
19. **APPROVAL OF MINUTES**  
  
**Meeting of August 10, 2022**  
**Meeting of May 11, 2022**  
**Meeting of February 9, 2022**

**END OF CONSENT AGENDA**

ADJOURNMENT

**TOWN OF BAY HARBOR ISLANDS  
MINUTES OF A RETIREMENT BOARD MEETING**

A Retirement Board Meeting was held on Wednesday, August 10, 2022, at 9:30 a.m. in the Council Chambers. The meeting opened with the Pledge of Allegiance. Upon Roll call, the following Board Members responded:

Chair Isaac Salver

Board Member Regine Choute      Board Member Maria Lasday  
Board Member Lindsley Noel

Vice Chair Bruder was absent.

2. **Discussion of investment performance for the quarter ended June 30, 2022. Relevant Reports have been provided to the Town of Bay Harbor Islands Retirement Board. Mr. Greg Mc Neillie of DAHAB Associates will be present for the discussion.**

Mr. Chuck Carr attended via zoom and reported on the town's performance for the quarter ended June 30, 2022. He stated there were negative returns in June with improvements in July. The S&P was up almost 10%; last quarter the Portfolio was positive through six months; the Portfolio was down 10% this quarter; last quarter LargeCap growth piece was removed; Russel 1000 value and S&P Growth were moved to S&P500 so there was no overweight growth; Real Estate was up 5% last quarter; Private Equity will lag resulting in some negative returns out of the S&P 400/600, MidCap and SmallCap; International wasn't down quite as far; there is very little exposure to Russia in this emerging market portfolio; Bonds were at 4.4% last quarter; Index down 5%, and more funds will be invested into Real Estate from Bonds by October 1<sup>st</sup> by American Realty. Mr. Carr continued that there were some issues with the performance of the international piece (Highland Capital), and he would like to conduct a search for a new provider. He will report back to the Board with recommendations from which they can select.

Board Member Noel questioned the net loss of \$2.6 Million that came from Domestic Equity. Mr. McNeillie explained that the Domestic Equity was down 17%. Board Member Lasday asked about the year-to-date percentage. Mr. McNeillie stated that it was 8.8% on the negative as of June 30th, which was a lot higher than the Median of 12% for that time period.

Finance Director Peter Kajokas requested a Third-Party Administrator to assist with the administration of the Pension Plan. Mr. Carr stated that he has experience in that area and can help to find someone. Chair Salver suggested research be conducted as to how similar municipalities handle Third Party Administrators for their Pension Plans. He further suggested creating a subcommittee of employees like the Town Manager, HR Director, Finance Director, and the Town Clerk to administer these duties; as well as examine the cost for a standalone Administrator whether by outsourcing or in-house. Board Member Noel requested that the duties and responsibilities of the Administrator be provided as well.

- 1. Discussion and approval of the October 1st, 2021, actuarial valuation, and reports for Town of Bay Harbor Islands Employees Retirement System (General Employees and Police Officers). Mr. Chuck Carr of Southern Actuarial Services will be presenting the Actuarial Valuation via the Zoom meeting. Enclosed is a copy of the Actuarial Valuation reports dated May 4, 2021.**

Mr. Carr reported that the contribution requirements for both the General and Police Plans for the upcoming Fiscal Year will be reduced from the current year. He explained that Valuations are done each October 1<sup>st</sup> for the second following year. In this case, the October 1, 2021, Actuarial Report determined the contribution requirement for the 22/23 Fiscal Year. As of October 2021, the Actuary Report determined contributions were reduced from \$555,333 for the current year for General Employees to \$267,207 and from \$319,000 for Police Employees to \$135,524 for FY 2023. The Town's net contribution amount for next year would be approximately \$85,000.

Board Member Lasday asked if the contribution percentage rate that is being paid by the town is a dollar amount.

Mr. Carr explained that last year's investments placed the Plan in a slightly overfunded position. The market value return was 16.66% overall for the portfolio for the period of September 30, 2021; there was a 6% assumption and a 10% gain, with several million dollars of extra asset in the portfolio at 10/1/2021, which was not expected. Prior to last year, there was a net unfunded liability, but as of last year, the Plan was overfunded on benefits that had been earned up to the valuation date (overfunded on an accrued liability basis) providing a credit against the other cost of the Plan. The savings in the required contributions came mostly from the investors. There were some favorable demographic experiences; the police part of the Plan had an almost 1% of payroll increase due to demographics, but on the general side, there was an almost 3.5% reduction. The demographic experience played a role, but the wonderful investment, the extra 10% the assets earned last year, was the main reason why the contribution rate dropped. However, this year is going to be different, when the 2022 valuation is done this coming October 1<sup>st</sup>, which will determine the contribution requirement for Fiscal Year 2023-2024, the contribution rate is expected to increase and could be \$100,000 more. One of the things the town could do instead of enjoying the savings that will occur next year to the extent the town deposits more money with the fund next year is to hold the extra contribution as a credit for the following year, which it has the ability to do; assuming it's in the budget, if the town wanted to keep its contribution rate leveled between this year and next year. The extra contribution from next year, benefit required, would be a dollar-to-dollar credit that the town could take for the 2023-2024 Fiscal Year to the extent the contribution rate increased.

Board Member Noel asked if there was any unfunded liability. Town Manager Lasday asked how there could be an unfunded liability if the plan was overfunded.

Mr. Carr stated that the reference to the unfunded liability in the report is negative; and the police portion was overfunded to a much greater extent.

Town Manager Lasday asked if the town's contribution would be further reduced if the trend continues on the administrative side of the contribution rate by employees.

Mr. Carr stated that because the town does not have variable employee contribution rate, if it continues to have favorable experience overall and if the contribution rate continues to drop in general, there could be a time when the town's contribution could disappear, unless there was a change in the ordinance. The employees' contribution rate is fixed, it's set at a certain level; and there is no mechanism for the employees' contribution rate to automatically go down just because the Plan has a good experience. He reiterated that if the trend continues, a point could be reached where the town's contribution could effectively disappear, and the employees would be still locked in at their current contribution rate. He stated that last year was a really good year with the investments, and a very unusual year because it is not typical for that much extra money to come into the Plan from the investors side. Given the negative return so far this year, there is an expectation that the town would be lucky to even breakeven this year. He stated that his goal is 6%, but it could easily fall 10% or 15% short. If that is the case, the Plan will either not be overfunded or not overfunded nearly to the extent shown in the report. And the town's contribution rate was almost guaranteed to go up between the 22/23 and the 23/24 Fiscal Years.

Mr. Carr informed the Board that the two reports before them are technically drafts until they accept or approve them, at which point they will become official and establish the town's official contribution rate for next year; and are required to be filed with the State within 60 days per State law

**ACTION:** Board Member Lasday made a motion to accept the Actuarial Valuation Report as of October 1, 2021. Board Member Choute seconded the motion, and it passed unanimously.

Mr. Herrera informed the Board that once the reports are accepted, they are required to provide a rate of return that is expected for this year, next year, the next several years, and the long-term thereafter. He explained that historically the rate-of-return has matched what has been used for valuation purposes based on the Consultant's and the Actuary's recommendation. He stated that what is included as part of the Valuation Report that the Board just accepted is the Investment Return Assumption that has been typically used for this additional disclosure. He explained that it does not have to be, but an explanation would have to be provided to the State as to why one rate was being used for funding purposes and a different rate of return was being selected for purposes of disclosure.

Board Member Lasday asked if 6% was an average rate.

Mr. Herrera stated that the rate is set annually.

Board Member Lasday asked what would happen if the 6% assumption was not reached. Mr. Herrera explained that the rate was being set for actuarial purpose and would be reflected as a loss in the next Valuation Report. He stated that it was a statutory requirement for the purpose of disclosure to the public of what the Board believed was a reasonable rate of return for this year, the next several years, and the long term thereafter; and the rate will be set again next year. Additionally, at the same time the town is being consistent because that is the rate it is going to include for assumption for purposes of the Valuation Report, which is how the Plan is funded on a yearly basis.

Mr. Carr explained that it was a formality, a long-term expectation on the investments. Up until a few years ago, the Board was approving the valuation rate every time the Actuarial Report was accepted. The state legislature has since mandated that all public Pension Boards in Florida separately take action with respect to this long-term investment on return.

**ACTION:** Board Member Lasday made a motion to set the long-term rate of return for next year at 6% based on the recommendation of the consultant. Board Member Lindsley second the motion, and it passed unanimously.

3. Consideration and ratification of individual retirement benefits for Causeway Operations Maintenance Worker II Camilo F Gonzalez. Mr. Camilo Gonzalez has chosen a single lump sum payment of \$260,153.20 (Option 21) on June 1st, 2022.

**ACTION:** Board Member Noel made a motion to approve the retirement benefits for Camilo Gonzalez. Board Member Lasday seconded the motion, and it passed unanimously.

4. Consideration and ratification of individual retirement benefits for Public Works Director Douglas P. Armstrong. Mr. Douglas P. Armstrong has chosen monthly retirement income payable to the participant for life under the 100% joint and contingent form of payment (Option 1), with 100% of such amount to continue to be paid to the participant's beneficiary following the participant's death for the remaining lifetime of the beneficiary, commencing August 1, 2022 (\$2,264.46 x 0.8783).

**ACTION:** Board Member Lindsley made a motion to approve the retirement benefits for Douglas Armstrong. Board Member Lasday seconded the motion, and it passed unanimously.

5. Consideration and approval of individual retirement benefits for Utility Customer Service Specialist Diatrice Y. Chestnut. Ms. Diatrice Y. Chestnut selected a single lump sum payment of \$246,167.06 as of November 1st, 2022 (\$1,969.71 x 124.975295). Retirement Benefit Calculations provided by the Town of Bay Harbor Islands Actuaries Southern Actuarial Services and dated July 18, 2022, are attached.

**ACTION:** Board Member Lindsley made a motion to approve the retirement benefits Diatrice Chestnut. Board Member Lasday seconded the motion, and it passed unanimously.

**CONSENT AGENDA** (Items of a routine nature; any Board member may request separate consideration of any item on the consent agenda):

6. **REGULAR QUARTERLY INVOICE:**  
Approval and ratification of payment of \$1,352.00 to Rhumblin Advisers paid through redemption of fund units for 2nd Quarter 2022 investment advisory fees.
7. **REGULAR QUARTERLY INVOICE:**  
Approval of payment of \$4,125.00 to DAHAB for professional services for the 2nd Quarter of 2022 investment advisory fees.
8. **REGULAR QUARTERLY INVOICE:**  
Approval of payment of \$5,281.85 to Garcia Hamilton and Associates for portfolio valuation services for Quarter 2, 2022.
9. **REGULAR QUARTERLY INVOICE:**  
Approval of payment of \$1,673.48 to Highland Capital for Professional Services for Quarter 2 of 2021. A copy of invoice #30934 dated July 2, 2022 is attached.
10. **REGULAR QUARTERLY INVOICE:**  
Approval of payment of \$13,325.00 to Southern Actuarial Services for Town of Bay Harbor Islands actuarial valuation and individual benefit statements as of October 1, 2021, and attendance on January 27, 2022, meeting and special cost study to determine the impact of reducing the averaging period for general employees to three years.
11. **REGULAR QUARTERLY INVOICE:**  
Approval of payment of \$825.00 to Southern Actuarial Services for service purchase calculation for Analily Perez and individual benefit calculation for Camilo Gonzalez.
12. **REGULAR QUARTERLY INVOICE:**  
Approval of payment of \$275.00 to Southern Actuarial Services for individual benefit calculation for Douglas Armstrong.
13. **REGULAR QUARTERLY INVOICE:**  
Approval of payment of \$450.00 to Southern Actuarial services to calculate the extension of the prior employment services purchase payment period for Alan Castellanos by five years. A copy of invoice 235-0722 dated July 5, 2022, is attached.
14. **REGULAR QUARTERLY INVOICE:**  
Approval of payment of \$225.00 to Southern Actuarial Services for individual benefit calculation for Ernest Candelmo. A copy of invoice #235-0722a dated July 13, 2022 is attached.

- 15. REGULAR QUARTERLY INVOICE:  
Approval of payment of \$550.00 to Southern Actuarial Services for individual benefit calculations for Diatrice Chestnut and Guadalupe Davila. A copy of invoice #235-0722b dated July 20, 2022 is attached.
- 16. REGULAR QUARTERLY INVOICE:  
Approval of payment of \$125.00 to Sugarman & Susskind for BHIP Plan professional services rendered: draft ordinance amendment modifying average compensation definition. A copy of invoice #168403 dated on May 9, 2022 is attached.
- 17. REGULAR QUARTERLY INVOICE:  
Approval of payment of \$350.00 to Sugarman & Susskind for Professional Services to prepare, attend and teleconference into the Retirement Board meeting. A copy of invoice #169260 dated on June 7, 2022 is attached.
- 18. REGULAR QUARTERLY INVOICE:  
Approval of payment of \$175.00 to Southern Actuarial Services for revised individual benefit calculation for Ernest Candemo. A copy of invoice # 235-0822 dated August 1, 2022 is attached.
- 19. REGULAR QUARTERLY INVOICE:  
Approval of payment of payment of \$5,773.00 to Gibson & Wirt for fiduciary insurance expenditures. A copy of invoice #4148 dated August 4, 2022 is attached.

**ACTION:** Board Member Noel made a motion to approve the retirement benefits. Board Member Lasday seconded the motion, and it passed unanimously.

**ADJOURNMENT**

There being no further business to discuss meeting was adjourned at 9:34 a.m.

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**CHAIR**

**ATTEST**

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**SECRETARY**

**TOWN OF BAY HARBOR ISLANDS**  
**MINUTES OF A RETIREMENT BOARD MEETING**

A Retirement Board Meeting was held on Wednesday, May 11, 2022 at 9:33 a.m. in the Council Chambers. The meeting opened with the Pledge of Allegiance. Upon Roll call, the following Board Members responded:

Chair Isaac Salver  
Board Member Regine Choute      Board Member Maria Lasday  
Board Member Lindsley Noel

Vice Chair Bruder was absent.

**OATH OF OFFICE:**

Administration of Oath of Office to Parks & Recreation Director as Board Member of the Employees Retirement System Board of Trustees per Section 16.60(C) of the Town Code. Acting Town Clerk Yvonne P. Hamilton administered the Oath of Office to new Board Member Regine Choute.

**PRESENTATION:**

Rhumblin Organizational Update - April 2022, consent form of Town of Bay Harbor Islands, Investment Management Agreement.

**DISCUSSION ITEMS:**

1. Discussion of investment performance for the quarter ended March 31, 2022. Enclosed is a copy of the relevant Investment Performance Report. Greg McNeillie of DAHAB Associates will be presenting for the discussion.

Mr. Greg McNeillie came forward and reported on the Town's Investment Performance for the quarter ended March 31, 2022. He reported the Domestic Equity Manager was going through a transition as the President of the company will be taking the place of the Chief Executive Officer, who would be retiring.

Chair Salver asked if it was important to discuss internal issues. Mr. McNeillie responded that there was no substantial change in management of the town's assets. It was a corporate change of which the town had to be notified, based on the contract.

Mr. McNeillie continued that it was first time in a while that there was a negative report. He stated there was still \$5 Million in the bank versus the value of the portfolio of \$25 Million; and the average assumption was 7%.

Board Member Noel mentioned \$1 Million loss.

Mr. McNeillie reported that the Median return for the Fiscal Year was .03 and the town was at 1.2%. He added they were looking at some long-term strategic changes and was in the process of adjusting the Portfolio by taking out of Bonds and putting into Real Estate. The S&P was down 4.6% and Bonds 6.03%; SmallCap/MidCap outperformed; there was a 6% Return Assumption and a 9.8% three-year Return; over the past 10 years to March 2012 there was an 8% Return, Cash is sitting in Portfolios; and the Plan was funding more Real Estate investments as of July 1<sup>st</sup>. Mr. McNeillie addressed the Board on the market conditions.

Board Member Lasday asked if it was prudent to have \$5 Million cash in the Portfolio.

Mr. McNeillie responded that there was 3% cash in Garcia Hamilton.

2. Discussion of possible action regarding pension plan amendment for average final compensation to be calculated based on a member's highest annual pay received during the member's last three years prior to retirement. The General Employees average final compensation Ordinance amendment, based on the highest annual pay received during the member's last three years' compensation prior to retirement, prepared by Sugarman & Suskind, The Town's Retirement Board attorney, is included.

Pedro Herrera explained the ordinance modification to bring the General employees in line with the Police Plan in terms of how fund benefits will be calculated.

Board Member Lasday asked if the Qualifier will remain the same.

Mr. Carr explained that the Benefit Formula uses a different multiplier for the Police Plan and the General Employees Plan. The Police multiplier is fixed for future and current. The General Employees vary based on individual employees contribution: Service, number of years employees with the Town, and average pay. The Police is the average of the last three years of pay and General is five-year average. The ordinance amendment will bring the General Employees down to the level of the Police to three (3) years instead of five (years).

Chair Salver asked about the cost of this change.

Mr. Carr stated that \$394,053 is the estimated increase in total liability of the Plan attributable to future benefit total, which will be spread over several years.

Mr. Herrera stated that if the ordinance was adopted, the contribution would increase \$61,444 per year, but would not stay at that level as it will be paid off over a period of years. For FY 22/23 the required contribution for the Police portion would be \$135,524 and \$267,207 for General Employees. Both amounts are well under historical contributions. For the last five years, the Police portion of the town's contribution was \$400,000-\$500,000 per year and dropped to the \$135,521 and the General portion was

\$550,000-\$650,000 and the contribution for next year would be \$260,000.

Chair Salver asked if the "Smoothing Method" was currently being utilized. Discussion ensued on this method, and it was noted that there is the option for the Pension to move to this method to phase in impact of \$1 Million loss.

Chair Salver further inquired about the impact to the Pension Program if everybody were to cash out at the same time. Mr. Carr stated that the Plan was overfunded as of 10/1/2021, a little over \$125,000.

**ACTION:** Board Member Lasday made a motion to approve the ordinance amendment. Board Member Noel seconded the motion, and it passed ominously.

**CONSENT AGENDA:** *(Consent agenda items are those which are routine, do not require discussion or explanation prior to Board's action, or have already been discussed and/or explained and do not require further discussion or explanation. Items can be removed from the consent agenda by the request of an individual Board member for independent consideration provided such request is made prior to the vote on the consent agenda.)*

3. Rhumbline Organizational Update - April 2022, consent form of Town of Bay Harbor Islands, Investment Management Agreement.
4. Approval and Ratification of payment of \$1,441.00 to RhumbLine Advisers, paid thru redemption of fund units for 1st Quarter 2022 investment advisory fees. A copy of invoice# gbayha2022Q 1 is attached.
5. Approval of payment of \$4,125.00 to DAHAB for professional services for Quarter 1 of 2022. A copy of invoice #BH0622 dated April 1st, 2022, is attached.
6. Approval of payment of \$5,405.85 to Garcia Hamilton & Associates for portfolio valuation services for Quarter 1 of 2022. A copy of invoice #35411 dated April 4th, 2022, is attached.
7. Approval of payment of \$1,980.66 to Highland Capital for Professional Services for Quarter 1 of 2022. A copy of the invoice #30288 dated April 5th, 2022 is attached.
8. Approval of payment of \$1,300.00 for professional services to Southern Actuarial Services for Special Cost Studies to determine the impact of changing the benefit formula multiplier for general employees and related consultation, submitted January 20,2022. A copy of invoice #235-0122 dated January 26, 2022 is attached.

9. Approval of payment of \$175.00 for professional services to Southern Actuarial Services for final individual benefit calculation for James J Fierro, submitted January 27, 2022. A copy of invoice #235-0222 dated February 3, 2022 is attached.
10. Approval of payment of \$175.00 to Southern Actuarial Services for actuarial services for individual benefit calculation for Aloixe Sosa, submitted February 3rd, 2022. A copy of invoice #235-0222a, dated February 9th, 2022 is attached.
11. Approval of payment of \$1,400.00 for professional services to Sugarman & Susskind for **BHIP** Plan legal services rendered during 1st Quarter of 2022. A copy of invoice #165633 dated February 3, 2022 is attached.
12. Approval of payment of \$300.00 for professional services to Sugarman, Susskind, Brasewell & Herrera for BHIP Plan review and edit proposed ordinance amendment reflecting changes to multiplier and contributions.
13. Approval and ratification of payment of \$1,076.75 to Glovista Investments, paid with automatic payment, for management service fee for the Quarter 1 of 2022. A copy of invoice #glsc02a 1qu2022 dated March 31, 2022 is attached.

**ACTION:** Board Member Noel made a motion to approve the Consent Agenda. Board Member Lasday seconded the motion and it passed unanimously.

#### **ADJOURNMENT**

There being no further business to discuss meeting was adjourned at 10:20 a.m.

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**CHAIR**

**ATTEST**

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**SECRETARY**

**TOWN OF BAY HARBOR ISLANDS  
MINUTES OF A RETIREMENT BOARD MEETING**

A Retirement Board Meeting was held on Wednesday, February 9, 2022, 2022 at 9:30 a.m. in the Council Chambers. The meeting opened with the Pledge of Allegiance. Upon Roll call, the following Board Members responded:

Vice Chair Stephanie Bruder  
Board Member Alba Chang      Board Member Lindsley Noel  
Board Member Maria Lasday

Chair Isaac Salver was absent.

1. Administration of Oath of Office to Town Clerk Alba L. Chang as Board Member of the Employees Retirement System Board of Trustees per Section 16.60(C) of the Town Code.

Deputy Town Clerk Yvonne Hamilton administered the Oath of Office to Board Member Alba Chang.

**ACTION:** Vice Chair Bruder made a motion to defer Items #2 through #8 to the next meeting. Board Member Noel seconded the motion and it passed unanimously.

2. Selection of a Chair for the Retirement Board of Trustees.
3. Selection of a Vice Chair for the Retirement Board of Trustees.
4. Selection of a Secretary of the Retirement Board of Trustees.
5. Discussion of investment performance for the quarter ended December 31, 2021. Relevant reports have been provided to the Town of Bay Harbor Islands Retirement Board. Mr. Greg McNeillie of DAHAB Associates will be present for the discussion.

Investment policy codifying the changes that were voted at the meeting on November 11th, 2021 Retirement Board Meeting. As a reminder, those items were:

a) Reducing fixed income allocation from 35% to 30% while increasing real estate from 10% to 15%. Greg McNeillie contacted American Realty of the intended increase to their allocation. American Realty will need an official notification from BHI.

b) Rolling the allocation from Russell 1000 Value and Russell 1000 Growth into the existing allocation for S&P500. Since this is a large cap - to large cap move it is not a significant change. Notification to Rhumblin will need to be sent to perform a transfer.

6. Discussion and possible action regarding pension plan amendment to provide a defined benefit for general employees. The General Employees Flat Benefit Rate Ordinance Amendment prepared by Sugarman and Susskind, the Town's Retirement Board attorney, is included. The Cost Studies to amend the Town's Retirement Board system to a Flat Rate, prepared by Southern Actuarial Services, the Town's actuaries, is included.

7. Discussion and possible action regarding extending Town of Bay Harbor Islands health insurance coverage to the Town Council members after expiration of their term.
8. Consideration and approval of revised retirement benefits for Police Corporal James J. Fierro. Mr. James Fierro has chosen a monthly retirement income in the amount of \$3,962.95 payable to the participant for life under the 50% joint and contingent form of payment (Option 1), with 16 2/3 % of such amount to continue to be paid to each of the participant's beneficiaries following the participant's death for the remaining lifetime of each beneficiary, commencing September 1, 2021. (\$5,303.73 x 0.7472). Retirement Benefit Calculations provided by the Town of Bay Harbor Islands actuaries Southern Actuarial Services and dated January 27th, 2022 are attached.

**CONSENT AGENDA** (Items of a routine nature; any Board member may request separate consideration of any item on the consent agenda):

9. Approval of the following Retirement Board Meeting minutes:
  - a) May 12th, 2021 Retirement Board Meeting
  - b) August 14th, 2021 Retirement Board Meeting
  - c) November 10th, 2021 Retirement Board Meeting
10. Approval and ratification of payment of \$1,504.00 to Rhumblin Advisers paid thru redemption of fund units for 4th Quarter 2021 investment advisory fees. Copy of invoice #: gbayha2021Q4 is included.
11. Approval of payment of \$4,125.00 to DAHAB for professional services for Quarter 4 of 2021. A copy of invoice #BHI0322 dated January 1st, 2022 is attached.
12. Approval of payment of \$5,516.51 to Garcia Hamilton & Associates for portfolio valuation services for Quarter 4 of 2022. Copy of invoice 34994 dated January 4th, 2022 is attached.
13. Approval of payments of \$1,205.99 to Glovista Investments for management services fees for Quarter 2 of 2021. Copy of invoice #glsc02a2qu2021 dated June 30th, 2021 is attached.
14. Approval and payment of \$1,097.36 to Glovista Investments for management services fees for Quarter 4 of 2021. Copy of invoice #glsc02a4qu2021 dated December 31, 2021 is attached.
15. Approval of payment of \$2,145.54 to Highland Capital for Professional Services for Quarter 4 of 2021. Copy of the invoice #29507 dated January 3rd, 2022 is attached.
16. Approval of payment of \$4,600.00 to the Southern Actuarial Services for GASB 75 valuation as of October 1, 2020 and response to auditor letter submitted January 18, 2022. A copy of invoice number 583-0122 dated January 19, 2022 is attached.

- 17. Approval of payment of \$200.00 for professional services to Sugarman & Susskind for miscellaneous professional services rendered during Quarter 4, 2021. A copy of invoice number 162104 dated September 14, 2021 is attached.
- 18. Approval of payment of \$150.00 for professional services to Sugarman & Susskind for BHIP Plan documents and forms review during Quarter 4, 2021. A copy of invoice number 163245 dated November 4, 2021 is attached.
- 19. Approval of payment of \$1,875.00 for professional services to Sugarman & Susskind for miscellaneous professional services and BHIP Plan legal advice services during Quarter 4, 2021. A copy of invoice number 163933 dated December 7th, 2021 is attached.
- 20. Approval of payment of \$200.00 for professional services to Sugarman & Susskind for BHIP Plan legal services rendered during Quarter 4, 2021. A copy of invoice number 165384 dated January 11, 2022 is attached.

**ACTION:** Vice Chair Bruder made a motion to approve the Consent Agenda. Board Member Chang seconded the motion, and it passed unanimously.

**ADJOURNMENT**

There being no further business to discuss meeting was adjourned at 9:34 a.m.

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**CHAIR**

**ATTEST**

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**SECRETARY**