

Minutes of the Regular Monthly Meeting
Board of Trustees
Employees' Retirement System of the City of Norfolk
May 11, 2011

The regular monthly meeting of the Board of Trustees of the Employees' Retirement System of the City of Norfolk was held in the City Hall sixth floor conference room in the City of Norfolk, Virginia. The meeting began at 12:00 p.m. on Wednesday, May 11, 2011 with Chairperson, Stephanie A. Calliott presiding. The following was the result of the roll call:

Attending the Meeting

S. A. Calliott
C. R. Neikirk
Y. T. Allmond
L. A. Bernert
N. E. Nelson
K. W. Crowder
E. G. Tucker
S. Felton
D. V. Hill

Ms. Mary L. G. Nexsen, Deputy City Attorney; Stephan Lipskis, a summer law intern student; and Melanie Purcell, Assistant City Manager and Acting Director of Human Resources also attended the meeting.

The minutes for the meeting on April 13, 2011, were approved.

Ms. Nexsen updated the Trustees on the case of Mr. Jerry Holton who died on February 3, 2011, as the result of a trash collection truck accident. City Code Section 37-71 states that a determination by the Retirement Board needs to be approved in regard to the death benefit payment that will be paid to Mrs. Holton. It will be either an ordinary death benefit or accidental death benefit. Ms. Nexsen does not have the final report today but plans to have a report for the June meeting. The Trustees asked about any hardship this delay may cause. When a determination by the Board is made based on the information provided in the report, benefits will be retroactive to the date of Mr. Holton's death. Mrs. Holton is receiving certain benefits now.

Dr. Chantal Brooks sent a letter dated April 4, 2011, requesting a fee increase to \$400 from \$250 per exam. Mr. Wilder talked with NowCare who can handle all examinations for \$250. The Board discussed that the City of Norfolk and the Employees' Retirement System currently rely on the services of a medical board that is comprised of several physicians who are all under contract to provide medical evaluations on individuals applying for disability retirement. These physicians render disability examinations for \$250. The Board

acknowledged the thorough and exemplary service that Dr. Brooks provides. However, the Board could not justify an increase for the same service that others are providing for \$250, and denied the request for an increase. The Board also asked that a letter of explanation be sent to Dr. Brooks, and to thank her for the services she has provided if she feels she cannot continue to work by current contract agreement. [8-Denied; 1-Abstained]

Mr. Wilder notified the Board that he is an authorized check signer along with Stephanie Calliott, Eric Tucker, and Darrell Hill. Mr. Hill was promoted to Assistant City Manager and Shenette Felton is Acting Director of Finance. He asked the Board to approve adding Shenette Felton as an authorized check signer taking the place of Mr. Hill. The Board approved this request.

New Business

A. Applications for vested service retirement:

Diane B. Haltigan, Active No. 19217, July 1, 2011, with no refund due. [\[IT\]](#)

Sharon G. Joyner, Active No. 23724, July 1, 2011, with no refund. [\[Human Resources\]](#)

Robert R. Bischoff, Active No. 26513, July 1, 2011, with no refund. [\[Public Works\]](#)

B. Applications for early service retirement:

Darlene F. Griffith, Active No. 22987, July 1, 2011, with no refund due. [\[Human Services\]](#)

Marjorie A. Lyons, Active No. 24452, July 1, 2011, with no refund due. [\[EOC/911\]](#)

C. Applications for normal service retirement:

Theresa A. Walker, Active No. 22211, June 1, 2011, with no refund due. [\[EOC/911\]](#)

Edgardo R. Pabalate, Active No. 26287, July 1, 2011, with no refund due. [\[IT\]](#)

Virginia F. Barnett, Active No. 27852, July 1, 2011, with no refund due. [\[Finance & Business Services\]](#)

Mr. Wilder notified the Board that 157 signed up for VRIP, 8 individuals revoked, and a total of 149 employees are listed below as approved by the City Manager.

Applicants Retiring Under the V R I P Effective July 1, 2011

ACTIVE ID	EMPLOYEE NAME	DEPARTMENT NAME	BUREAU NAME
25097	Ricks, Curtis O.	Cemetery Fund	Cemetery Fund
31145	Aquino, Teresita L.	City Assessor	City Assessor
19263	Cowart, Marietta B.	City Clerk	City Clerk
18188	Wilder, Shelia W.	City Clerk	City Clerk
18410	Martin, Gerald C.	Civic Facilities	Scope
28269	White, Joyce	Civic Facilities	Scope
25227	Rickett, Jerry L.	Civil Facilities	Cultural and Convention Center
21699	Williams, Annette T.	Commonwealth's Attorney	Commonwealth's Attorney
14392	Barrett, Brenda J.*	Courts	Juvenile Relations Court
16658	Reilly, Thelma M.*	Courts	Public Records
27248	White, Brenda G	Department of RPOS	RPOS – Rec. Center
28422	Prestridge, Sandra F.	Development	Development
25369	Bland, Margaret H.	Executive	Communication
25899	Boyd, Susan M.	Executive	Zoo
26950	Brown, Maxine	Executive	Norfolk Interagency Consortium
22706	Cooke, Mary L.	Executive	EOC - 911
30127	Gray, Gladys W.	Executive	Communication
22511	Hill, Louise L.	Executive	Executive Zoo-Animal Services
24763	Overton, Bertie E.	Executive	EOC - 911
21848	Aaron, Myrella P.	Finance and Business Services	Retirement
26217	Adkison, Diane K.	Finance and Business Services	Fleet Maintenance
24128	Anderson Jr., Luther	Finance and Business Services	Storehouse
17586	Baker, Larry T.	Finance and Business Services	City Controller
23283	Bond, Gail H.	Finance and Business Services	Retirement
19183	Jacocks, Gregg L.	Finance and Business Services	Storehouse
30273	Lynn, Woodrow	Finance and Business Services	Parking
18248	Montgomery Jr., Charles R	Finance and Business Services	Fleet Maintenance
25467	Parry, Cheryl K.	Finance and Business Services	Purchasing Agent
26818	Poteat, Maxine R.	Finance and Business Services	Fleet Maintenance
21887	Staten, Carolyn D.	Finance and Business Services	Storehouse
18699	Turner Jr., Richard L.	Finance and Business Services	Finance and Business Svcs-Parking
26600	Shafer, Elmer E.	Fire	Fire Rescue
24623	Gutschenritter, James L.	Fire Rescue Services	Fire Rescue Services
23230	Henderson, Carolyn M.	Fire Rescue Services	Fire Rescue Services
25843	Montgomery, Gail B.	Fire Rescue Services	Fire Rescue Services

22911	Poplin, Jeffrey F.	Fire Rescue Services	Fire Rescue Services
21369	Bates, Arthur D.	Human Services	Social Services
18260	Bering, Christofa L.	Human Services	Social Services
25414	Blair, Catherine A.	Human Services	Social Services
20027	Braithwaite, Consievella	Human Services	Social Services
27415	Branch, Doris L.	Human Services	Social Services
28082	Brooks, Arthur L.	Human Services	Juvenile Detention Center
14486	Brown, Beverly W.*	Human Services	Social Services
17891	Chapman, Susan C.	Human Services	Social Services
26700	Chesson, Cynthia F.	Human Services	Social Services
21466	Clark, Shirley C.	Human Services	Social Services
23160	Cotten, Emma C.	Human Services	Social Services
25288	Cromwell, Jeanette M.	Human Services	Social Services
32093	Downing Jr., Joseph C.	Human Services	Social Services
27411	Griffin, Ineatha M.	Human Services	Juvenile Detention Center
26202	Jenkins, Lavern	Human Services	Social Services
17294	Jenkins, Phyllis W.	Human Services	Social Services
26223	Lane, Joyce M.	Human Services	Social Services
22342	Lee, Margaret R.	Human Services	Social Services
17624	Lee, Patricia A.	Human Services	Social Services
19186	Lucas, Malissa H.	Human Services	Social Services
22169	Merritt, Frances E.	Human Services	Social Services
15101	Moore, Annie R.*	Human Services	Social Services
17471	Morrинг, Regenia	Human Services	Social Services
27665	O'Neal, Janet	Human Services	Social Services
22166	Parker, Colleen	Human Services	Social Services
21119	Perry, Charles V.	Human Services	Juvenile Detention Center
19156	Pigram Midgette, Gale D.	Human Services	Social Services
32793	Rhodes Jr., Harold E.	Human Services	Social Services
27695	Robinson, Barbara	Human Services	Social Services
23134	Robinson, Eva E.	Human Services	Social Services
29577	Scott, Virginia R.	Human Services	Juvenile Detention Center
21462	Smith, Iris R.	Human Services	Social Services
28759	Snow, William P.	Human Services	Juvenile Detention Center
18263	Stine, Mary E.	Human Services	Social Services
30350	Strickland, Juanita E.	Human Services	Social Services
17787	Taylor, Phyllis L.	Human Services	Social Services
30337	Walke, Julia	Human Services	Social Services
26529	Watson, Barbara O.	Human Services	Social Services
26294	Wieburg, Floyd A.	Human Services	Social Services
20367	Thornton, Wayne M.	Information Technology	Information Technology
21601	Vann, DeLois D.	Information Technology	Information Technology
24148	Decker, Sarah W.	Law	Law

22634	Battle, Diahann R.	Library	Library
17033	Medley, Mary J.*	Library	Library
18325	Talley, Patricia B.	Library	Library
17681	White, Phyllis B.	Library	Library
27916	Gargano, Sandra B.	Maritime Center	Maritime - Administration
28442	Sallis Jr., Charles K.	Maritime Center	Maritime - Administration
32295	Bland, Nancy	Planning	Animal Care Center
25061	Mapp, Deborah E.	Planning	Building Safety
22214	McCoy, Kaye E.	Planning	Building Construction
23213	Tynes, Calvert M.	Planning	Neighborhood Quality
28691	Vaughn Sr., Lloyd J.	Planning	Neighborhood Quality
14259	Armbruster, Arthur G.	Police	Police Field Operations – Sworn
27577	Barnes, Margaret L.	Police	Police Field Operations – Civilian
24682	Baron, Joseph P.	Police	Police Investigative Services – Sworn
24179	Beigel, William A.	Police	Police Field Operations – Sworn
22056	Freeman, Linda L.	Police	Police Field Operations—Civilian
22679	Hall, Michael D.	Police	Police Investigative Services – Sworn
31812	Jackson, Calvin	Police	Police Administration Services – Civil
24779	James, Richard	Police	Police Field Operations – Sworn
26546	Jenkins, Stephen N.	Police	Police Administrative Services – Civil
26626	Johnson, William H.	Police	Police Administrative Services – Civil
28021	Kairevich, Katherine P.	Police	Police Administration Services – Civil
23086	Parker, Sandra M.	Police	Police Administrative Services –Sworn
24551	Pugh, Michael H.	Police	Police Investigative Services – Sworn
24751	Reed, Tracy C.	Police	Police Field Operations-Sworn
29699	Stase, Michaels	Police	Police Administration Services – Civil
22576	Barnes, Rhonda M.	Public Works	Towing Operations
27351	Berry, Sheryl L.	Public Works	Storm Water Management
21922	Bond Sr., Eric O.	Public Works	Public Infrastructure
25956	Brown, Michael D.	Public Works	Public Infrastructure
25918	Chappell, Donnie	Public Works	Streets and Bridges
22700	Cox, Ned R.	Public Works	Public Infrastructure
23265	Eborn, Ann C.	Public Works	Director's Office
18424	Elliott, Norman C.	Public Works	Solid Waste
22253	Harper, Samuel L.	Public Works	Streets and Bridges
23282	Hunter, Mary L.	Public Works	Public Infrastructure
20063	McCants, Marshall L.	Public Works	Solid Waste
32783	Rountree, Edward W.	Public Works	Right of Way
18671	Saunders, Coolidge E.	Public Works	Storm Water Management
24573	Setzer, James P.	Public Works	Public Infrastructure
17178	Sharp Jr., Marshall C.*	Public Works	Public Infrastructure
30789	Vera Cruz, Angelito L.	Public Works	Streets and Bridges
19249	Wallace Jr, Herman	Public Works	Public Infrastructure

25959	Williams, Robert D.	Public Works	Transportation
12446	Artis, Edward L.*	Recreation, Parks and Open Space	Urban Forestry
32130	Battle Jr, Joseph L.	Recreation, Parks and Open Space	RPOS - Youth Mentor
19958	Burton, Sandra G.	Recreation, Parks and Open Space	Recreation
17374	DeGree, Prezillia E.	Recreation, Parks and Open Space	Recreation
23435	Dindavong, Phakdy	Recreation, Parks and Open Space	Special Services
21590	Jones, Maurice	Recreation, Parks and Open Space	Urban Forestry
20548	Kelly, Walter J.	Recreation, Parks and Open Space	Landscaping Services
25063	McCullough, Mary E.	Recreation, Parks and Open Space	Recreation
20031	Rollins, Gloria S.	Recreation, Parks and Open Space	Recreation
19875	Thomas, Anna L.	Recreation, Parks and Open Space	RPOS-Special Services
27585	Williams, Mary E.	Recreation, Parks and Open Space	Recreation
30743	Arellano, Nellie F.	Utilities	Water Accounts
21131	Arrington, Arthur M.	Utilities	Wastewater
26324	Bassett, Isla L.	Utilities	Water Production
19765	Carter, Patricia A.	Utilities	Engineering
15572	Collins, Willie E.*	Utilities	Water Production
16871	Copeland, James E.*	Utilities	Water Production
29582	Davis, Frank B.	Utilities	Utilities Water Production
23603	Faison Sr., Robert G.	Utilities	Water Production
17967	Floyd Jr., William F.	Utilities	Engineering
25399	Jennings, Franklin D.	Utilities	Wastewater
23186	Johnson, Bobby	Utilities	Water Production
26236	Knight, Ronald C.	Utilities	Water Distribution
30746	Nater, William P.	Utilities	Engineering
21312	Seymour, Terry	Utilities	Water Distribution
18854	Waters, Shirley S.	Utilities	Director's Office
31682	Woodhouse, George	Utilities	Engineering

*Employees made contributions to the Retirement System and are due refunds

D. Recommendation by the Medical Board that the following be retired:

Marvin A. Britt, Active No. 30881, June 1, 2011, with no refund due. This member requested ordinary disability retirement.

The Board approved Mr. Marvin A. Britt's request for ordinary disability retirement, and approved that no yearly reexaminations are required.

E. Death of retired members:

Lucille S. Grindle, Ret. No. 2515, death occurred March 13, 2011. No benefit payable due to no surviving spouse or dependent children.

Clarence E. Sasse, Ret. No. 1831, death occurred March 20, 2011. Spouse elected monthly benefit of \$75.48.

Gloria L. Ramsey, Ret. No. 3202, death occurred March 21, 2011. No benefit payable due to no surviving spouse or dependent children.

Eva F. Brewer, Ret. No. 2618, death occurred March 26, 2011. No benefit payable due to no surviving spouse or dependent children.

James Faulkner, Ret. No. 3092, death occurred March 26, 2011. Spouse elected monthly benefit of \$378.30.

James S. Barnes, Jr., Ret. No. 4918, death occurred March 30, 2011. Spouse elected lump sum payment of \$7,651.16.

John W. Ellis, Ret. No. 3327, death occurred April 16, 2011. No benefit payable due to no surviving spouse or dependent children.

F. Death of spouse:

Ivadear B. Smith, Spouse No. 00945, death occurred April 3, 2011. No benefit payable.

The Board approved withdrawal of the following non-contributing members:

<u>Name of Member</u>	<u>Active Number</u>
Dawn Marie Beck	31932
Tristan Bonney	31960
Robert L. Martens	32045
James Rick Holmes, Jr.	32134
Wendy G. Hill	32220
Devona I. Mallory	32269
Amicle Romulus	32707
Eric L. Winston	32768
Kenneth R. Rinehart	32881
Rolf E. Johnson	32893
Kristin Epperson Brown	32909
Nikia D. Williams	32925
Roman N. Borshch	33056
Antonio Erskine	33070

Candice R. Porter	33073
George W. Nelson	33089
Michael D. Tarasevitsch	33110

Total Members - 17

The following report of payments from the Trust Fund received and filed:

Chantal Brooks (1)	\$ 250.00
Candice Porter (2)	282.62
State Street (3)	29,587.52
Theodore Wilder (4)	211.47
Cheiron (5)	6,301.57
Baker's Crust (6)	111.24
Retirement Payroll (Payroll Est. for May 2011)	<u>\$ 5,600,000.00</u>
Total	\$ 5,636,744.42

- (1) Medical evaluation for Marvin Britt
- (2) Refund of retirement contribution in accordance with Section 37-103 of city code
- (3) Custodial service for the following months:

December 1-31, 2010	\$ 12,306.10
January 1-31, 2011	9,573.66
February 1-28, 2011	<u>7,707.26</u>
	\$29,587.02
- (4) Reimbursement for Theodore Wilder to attend Spring Meeting of the Association of Municipal Retirement Systems of Virginia in Glen Allen (Richmond), VA on April 18-19, 2011 as follows:

Hotel	\$ 103.96
Mileage (201 miles@.51¢)	102.51
Gratuities	<u>5.00</u>
	\$ 211.47
- (5) Monthly retainer for March \$ 4,154.07
2011 Option A calculations 2,147.50
\$ 6,301.57
- (6) Lunch served for Board Meeting April 13, 2011

Committee Reports

Administration and Planning:

Mr. Hill reported that the Committee did not have a meeting.

Investment Management:

Mr. Neikirk did not have a meeting.

Mr. Neikirk did review the Flash Report with the Trustees. The asset allocation is heavy on equities and under in real estate. We are currently only half invested in real estate, and still waiting on UBS for a capital call that might be in the third quarter of this year.

The total fund asset is at \$891.7 million. The most recent unofficial liability-funding rate of 85.1% is based on last year's accrued actuarial liability. The total fund return for the month of April was approximately 3%, and the fiscal-year-to-date is return 23.6%. For the month of April, equities returned 3.7%, and fixed income 1.71%. PIMCO continues to provide a nice outperformance run, and the TIPS allocation outperformed.

Summit has provided an economic summary and first quarterly performance review. Mr. Neikirk asked the Trustees to review after the meeting, and if there are questions send them to him, he will have Summit provide answers, and report at the next meeting.

Ms. Calliott asked about the ability of the Retirement Office to continue working at current capacity with the two staff reductions due to VRIP in the Retirement Office and what are the plans to continue services provided. Mr. Wilder informed the Trustees that when City Council approved the VRIP that they also approved an ordinance that will allow retirees to work on a part-time basis. The Federal Government law states that an employee must separate 30 consecutive days from employment, and then the employee is eligible for the part-time status. The plan is to have the two employees in the Retirement Office who have accepted VRIP leave July 1, 2011 and return August 1, 2011 as part-time workers to help assist with the audit and actuary examinations while replacement positions are reviewed and considered.

The next Retirement Board meeting is scheduled for June 8, 2011 at noon. The Chair took a vote on the availability of Trustees for this date. Four trustees will not be able to attend. The Chair asked the remaining five to notify staff immediately should they not be able to attend. There will not be an Investment Committee meeting.

There being no further business, the meeting adjourned at 12:45p.m.

Chairperson

Executive Director