

Minutes of the Regular Monthly Meeting
Board of Trustees
Employees' Retirement System of the City of Norfolk
August 14, 2013

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 pm on Wednesday, August 14, 2013 with Vice Chair, Christopher R. Neikirk, presiding. The following was the result of the roll call:

<u>Attending the Meeting</u>	<u>Absent</u>
C.R. Neikirk	S.A. Calliott
Y.T. Allmond	L.A. Bernert
A.M. Kelly	K.W. Crowder
N.E. Nelson	
E.G. Tucker	
S. Joy-Hogg	

Sheryl Potter-Griggs, Acting Executive Director, Melvin W. Ringer, Chief Deputy City Attorney; Michael L. Phillips, Norfolk Police Officer; and Mark J. Geier, Retired Norfolk Police Officer also attended the meeting.

The minutes for the regular meeting held July 10, 2013 were approved as printed.

Mrs. Cheryl Xystros, Engagement Partner, and Mr. Archie Simmons, Engagement Manager, of KPMG met with the Board to review the upcoming June 30, 2013 audit. Amanda Switzer will be the engagement lead for this audit. Mrs. Xystros reviewed the following areas with the Board:

- KPMG Client Service Team
- Risk Assessment
- Fraud Risk
- Audit Calendar
- Reports to be Issued
- Summary of employer provisions
- Summary of plan provisions

She concluded by saying that the meeting today allowed the Board the opportunity to address any issues or concerns with the auditors prior to the start of the engagement. Ms. Allmond emphasized the importance of the evaluation of controls and risk of fraud.

New Business

A. Medical Board review of applications for disability retirement:

Michael L. Phillips, Active No. 25862, September 1, 2013 with no refund due. This member requested accidental disability retirement. [\[Police\]](#)

The Board, in reconsideration of this application, found a manifest injustice resulted from the application of the six (year) statute of limitations, waived the statute of limitations and approved accidental disability retirement for Michael L. Phillips.

B. Applications for vested service retirement:

Jerlene Shaw Pierce, Active No. 20849, September 1, 2009, with no refund due.
[\[Lake Taylor City Hospital\]](#)

Imelda Causin Villaluna, Active No. 24900, August 1, 2012, with no refund due.
[\[Lake Taylor City Hospital\]](#)

Yvonne Stevens, Active No. 29540, September 1, 2013, with no refund due.
[\[Executive\]](#)

C. Applications for early service retirement:

Robin A. Cooper-Carter, Active No. 27471, September 1, 2013, with no refund due.
[\[Human Services\]](#)

Ralph E. Briggs, Sr., Active No. 26575, October 1, 2013, with no refund due.
[\[Police\]](#)

D. Applications for normal service retirement:

Sylvio T. Canu, Active No. 22660, September 1, 2013, with no refund due.
[\[Information Technology\]](#)

Daniel J. Cholewa, Active No. 24129, September 1, 2013, with no refund due.
[\[Planning\]](#)

Joseph M. Wallower, Active No. 24830, September 1, 2013, with no refund due.
[\[Fire Rescue Services\]](#)

Danny J. Laurent, Active No. 24691, October 1, 2013, with no refund due.
[\[Police\]](#)

James J. Scullion, Active No. 21141, October 1, 2013, with no refund due.
[\[Information Technology\]](#)

Charles T. Wilkinson, Active No. 24625, October 1, 2013, with no refund due.
[Fire Rescue Services]

Thomas Mayhew Collins, Jr., Active No. 18612, November 1, 2013, with no refund due.
[Civic Facilities]

E. Death of retired members:

Frances S. Agner, Ret. No. 3392, death occurred May 10, 2013. Spouse elected lump sum payment of \$11,416.20.

Charlie Smith, Ret. No. 2568, death occurred June 20, 2013. Spouse elected monthly benefit of \$392.86.

George W. Stone, Ret. No. 3346, death occurred July 11, 2013. Spouse elected monthly benefit of \$2,283.71.

Howard K. Macer, Ret. No. 5970, death occurred July 11, 2013. Spouse elected lump sum payment of \$12,258.52.

Lorraine Gloria A. White, Ret. No. 5284, death occurred March 28, 2013. No benefit payable due to no surviving spouse or dependent children.

Eugene R. Fisher, Ret. No. 5375, death occurred May 29, 2013. No benefit payable due to no surviving spouse or dependent children.

Edith Wood Askew, Ret. No. 5097, death occurred June 12, 2013. No benefit payable due to no surviving spouse or dependent children.

Jesse Cypress, Ret. No. 4832, death occurred June 21, 2013. No benefit payable due to no surviving spouse or dependent children.

Maxine C. Fooks, Ret. No. 3721, death occurred June 12, 2013. No benefit payable due to no surviving spouse or dependent children.

Irene G. Cohen, Ret. No. 2646, death occurred June 28, 2013. No benefit payable due to no surviving spouse or dependent children.

Barbara K. Lewis, Ret. No. 6169, death occurred July 1, 2013. No benefit payable due to no surviving spouse or dependent children.

Gary W. Westman, Ret. No. 5074, death occurred July 22, 2013. No benefit payable due to no surviving spouse or dependent children.

Adell C. Hubbard, Ret. No. 1959, death occurred July 31, 2013. No benefit payable due to no surviving spouse or dependent children.

F. Death of spouses:

Lillie Riley Giles, Spouse. No. 1080, death occurred May 19, 2013. No benefit payable.

Betty Ann O'Dea, Spouse. No. 1059, death occurred May 22, 2013. No benefit payable.

Carol Anderson, Spouse. No. 106, death occurred July 6, 2013. No benefit payable.

Frances S. Taylor, Spouse. No. 240, death occurred July 10, 2013. No benefit payable.

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

<u>Name of Members</u>	<u>Active Number</u>
Thomas Brandon Frantz	32621
Adam C. Merritt	32825
Michael D. Campbell	32956
Shannon M. Everett	33593
Angela S. Hicks	33626
Tameka Y. Link	33669

Total Members – 6

The Board approved withdrawal of the following contributing members:

<u>Name of Member</u>	<u>Active Number</u>
Shonia M. Hollway	31362
Damien M. Smith	33184
Kelly Stearnes Waldrop	33900
Tyler Roomsburg	33919
Taylor R. Brinkley	33941
Dwayne Jeffrey Larkin	33953
Donald R. McKinney	34123
Dean Marlon Llewellyn	34140
Evan H. Ashby, IV	34153
Bridget E. Claus	34156
Patrick D. Haylock	34163
Kathryn J. Gross	34287
Regina M. McClung	34294

Total Members – 13

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

Federal Express (1)	\$ 23.54
Baker's Crust (2)	130.88
Cheiron (3)	4,539.26
State Street Corporation (4)	14,208.04
Retirement Payroll (Payroll est. for August, 2013)	<u>6,200,000.00</u>
 Total	<u><u>\$ 6,218,901.72</u></u>

- (1) Information sent to the Virginia Retirement System
- (2) Lunch served for Board Meeting - July 10, 2013
- (3) Retainer Services - June 2013
- (4) Custodial Services - June 2013

Committee Reports

Administration and Planning:

Ms. Kelly reported that the Committee did not have a meeting.

Investment Management:

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

The next Retirement Board meeting is scheduled for September 11, 2013 at 12:00 noon. There will be an Investment Committee meeting at 11:00 a.m.

There being no further business, the meeting adjourned at 12:55 p.m.

Chairperson

Executive Director