

Minutes of the Regular Monthly Meeting  
Board of Trustees  
Employees' Retirement System of the City of Norfolk  
September 3, 2014

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 12:05 pm on Wednesday, September 3, 2014 with Chairperson, Stephanie A. Calliott presiding. The following was the result of the roll call:

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

Sheryl Potter-Griggs, Acting Executive Director; Mary L.G. Nexsen, Deputy City Attorney;

The minutes for the meetings held on August 6, 2014 were approved.

Mrs. Cheryl Xystros, Engagement Partner, of KPMG met with the Board to review the upcoming June 30, 2014 audit. Mr. Archie Simmons will be the engagement manager, and Roger Boateng 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

**New Business**

**A. Application for vested service retirement:**

Joy W. Slight, Active No. 24294, August 1, 2014, with no refund due.  
[\[Human Services\]](#)

**B. Application for early service deferred retirement:**

Mark D. Rychen, Active No. 26179, September 1, 2014, with no refund due.  
[\[Police\]](#)

**C. Application for early service retirement:**

Michael C. Blackwell, Active No. 27361, October 1, 2014, with no refund due.  
[\[Police\]](#)

**D. Applications for normal service retirement:**

Angela M. Armbruster, Active No. 25386, October 1, 2014, with no refund due.  
[\[Police\]](#)

Charlene A. Beahm, Active No. 25122, October 1, 2014, with no refund due.  
[\[Fire Rescue Services\]](#)

Susan L. Dingle, Active No. 26522, October 1, 2014, with no refund due.  
[\[Information Technology\]](#)

Yvette L. Fleming, Active No. 26709, October 1, 2014, with no refund due.  
[\[City Auditor\]](#)

Shirley Williams Haynes, Active No. 28270, October 1, 2014, with no refund due.  
[\[City Auditor\]](#)

Kathleen C. Pruden, Active No. 24368, October 1, 2014, with no refund due.  
[\[Commissioner of the Revenue\]](#)

*The Board approved Item A – Application for vested service retirement;  
Item B – Application for early service deferred retirement; Item C – Application for  
early service retirement; and Item D - Applications for normal service retirement.*

**E. Medical Board annual review of disability retirement beneficiaries:**

Jason C. Blow, Ret No. 6239, October 1, 2010 on ordinary disability retirement.  
[\[Fire Rescue Services\]](#)

*After performing the required annual review, the Board approved, Item E – Medical  
Board’s annual review, the continuation of disability retirement payments without  
further medical review for Jason C. Blow.*

**F. Death of retired members:**

Hubert Short, Ret. No. 3395, death occurred July 25, 2014. Spouse elected monthly  
benefit of \$553.91.

Margaret V. Perkins, Ret. No. 2698, death occurred July 28, 2014. No benefit payable  
due to no surviving spouse or dependent children.

James E. Shields, Sr., Ret. No. 4131, death occurred July 31, 2014. No benefit payable due to no surviving spouse or dependent children.

Francis H. Laufer III, Ret. No. 6590, death occurred August 1, 2014. Spouse elected monthly benefit of \$426.65.

Yolanda J. Blaise, Ret. No. 6760, death occurred August 2, 2014. No benefit payable due to no surviving spouse or dependent children.

Earl C. Croft, Ret. No. 538, death occurred August 3, 2014. No benefit payable due to no surviving spouse or dependent children.

John T. Johnson, Ret. No. 2759, death occurred August 5, 2014. Spouse elected monthly benefit of \$667.57.

Christine Fulcher, Ret. No. 781, death occurred August 7, 2014. No benefit payable due to no surviving spouse or dependent children.

Luther E. Sharp, Ret. No. 4237, death occurred August 9, 2014. No benefit payable due to no surviving spouse or dependent children.

James H. Robinson, Ret. No. 3761, death occurred August 11, 2014. Spouse elected monthly benefit of \$1,258.50.

Shirley M. Jones, Ret. No. 3930, death occurred August 14, 2014. No benefit payable due to no surviving spouse or dependent children.

Alice C. Palaszewski, Ret. No. 3135, death occurred August 21, 2014. No benefit payable due to no surviving spouse or dependent children.

*The Board approved benefit payments to the beneficiaries for Item F – Death of retired members.*

The Board approved withdrawal of the following contributing members:

<u>Name of Members</u>	<u>Active Number</u>
Steven D. Schweers	32998
Forrest J. Sparks, Jr.	33095
Brittany Boone	33455
Andrew Benjamin Rupp	34074
Daniel T. Hyman	34122
Tynisha N. Gray	34131
Kila J. Holloway	34227
Jessica A. Nutt	34350
Rebecca R. McAhren	34476
Shawn Michael Padgett	34543
Susana Siles	34568
Madelyn Higgins	34572
Emanuelle V. Rice	34664

Colton Joseph Brant	34676
Jeffrey T. Hewitt	34692
Michael L. Turner	34714

Total Members – 16

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

<u>Name of Member</u>	<u>Active Number</u>
Tameka A. Evans	33592
Shelby A. Giles	33607
Robin L. Hurdle	33637

Total Members – 3

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

Federal Express (1)	\$ 71.89
Baker's Crust (2)	117.38
Cheiron, Inc. (3)	4,083.33
State Street Corporation (4)	9,413.14
Retirement Payroll (Payroll est. for September, 2014)	<u>6,700,000.00</u>
Total	<u><u>\$ 6,713,685.74</u></u>

- (1) Information sent to actuary
- (2) Lunch served for Board Meeting - August 6, 2014
- (3) Retainer Services - July 2014
- (4) Custodial Services - July 2014

#### J. Disability reexamination status:

Kelly, Gerry	Accidental	<i>Being Seen</i>	
Blow, Jason C.	Ordinary	8/19/2014	Sack
Wethington, Mark A.	Accidental	<i>Being Seen</i>	
Brown, Sherrod M. Sr.	Ordinary	<i>Suspended</i>	
Wynn, Nathaniel	Accidental	<i>Suspended</i>	
Cole, Keith J.	Accidental	<i>Not Due</i>	
Pratt, Dawn M.	Accidental-REX	<i>Not Due</i>	
St. Amant, David J.	Accidental	<i>Not Due</i>	
Doke, Annie	Ordinary	<i>Not Due</i>	
Sitzler, Samuel F.	Accidental-REX	<i>Not Due</i>	
McAlpin, David M.	Ordinary-REX	<i>Not Due</i>	

*Medical Board report forwarded to Board.*

## **Committee Reports**

### **Administration and Planning:**

Ms. Kelly reported that there was not an Administration and Planning Committee meeting.

### **Investment Management:**

Mr. Neikirk reported that the Investment Committee met earlier the same day. Jessica Portis of Summit Strategies gave an asset allocation review. The review of the Plan's current asset allocation against Summit's ten-year capital markets outlook projected a 5.8% expected return. Other alternate portfolios were presented in the review, but there was no decision made regarding making a change, based on the discussion of risk and reward.

Mr. Neikirk reported that Plan assets were approximately \$1,016 billion on July 31, 2014. The Plan 88% funded and within its asset target.

The next Retirement Board meeting is scheduled for October 1, 2014 at 12:00 noon. There will not be an Investment Committee meeting.

The meeting adjourned at 12:33 p.m. to go into an executive session

A motion was made, seconded, and approved that the Board assemble in an executive session pursuant to Virginia Code Section 2.2-3711 A 7 for the discussion of a personnel matter. At the conclusion of the closed session, the Board adopted the following Resolution:

A RESOLUTION CERTIFYING AN EXECUTIVE SESSION OF THE  
BOARD OF TRUSTEES OF THE EMPLOYEES' RETIREMENT  
SYSTEM OF THE CITY OF NORFOLK IN ACCORDANCE WITH THE  
PROVISIONS OF THE VIRGINIA FREEDOM OF INFORMATION ACT.

WHEREAS, the Board of Trustees of the Employees' Retirement System of the City of Norfolk convened an executive session on September 3, 2014 pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711 of the Code of Virginia requires a certification of this Board that such executive session was conducted in conformity with Virginia law; now, therefore,

BE IT ORDAINED by the Board of Trustees of the Employees' Retirement System of the City of Norfolk:

Section 1: - That the Board hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board.

Section 2: - That this resolution shall be in effect from and after its adoption.

The regular meeting resumed at 12:47 p.m. Ms. Calliott provided her availability during the month of October for the annual meeting with the City Council and the Trustee Board of the Retirement System.

There being no further business, the meeting adjourned at 12:51 p.m.

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Chairperson

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Executive Director