



RETIREMENT BOARD OF TRUSTEES

MEETING MINUTES



Phone: (757) 664-4738 Email: retirement@norfolk.gov Website: www.norfolk.gov/retirement Form No: 7505

I. COMMENCEMENT

1. Chairperson call meeting to order.

Meeting Date 9/5/2018	Start Time 12:00 PM	End Time 1:00 PM	Meeting Type Regular Session
Meeting Location			
City Hall Building, Sixth Floor Conference Room 810 Union Street, Norfolk, Virginia			

2. Roll call.

	Present
Stephanie A. Calliott	<input type="checkbox"/>
Christopher R. Neikirk	<input checked="" type="checkbox"/>
Yvonne T. Allmond	<input checked="" type="checkbox"/>
Lawrence A. Bernert, III	<input type="checkbox"/>
Rev. Kenneth W. Crowder	<input type="checkbox"/>
Arthur M. Eason, III	<input type="checkbox"/>
Catheryn Whitesell	<input type="checkbox"/>
Christine Garczynski	<input checked="" type="checkbox"/>
Nicholas E. Nelson	<input checked="" type="checkbox"/>
Eric G. Tucker	<input checked="" type="checkbox"/>

Additional Attendees

Galen Gresalfi Executive Director	Penny DeLosh Ret. Benefits Administrator	Heather Mullen Deputy City Attorney
Mary Lou Nexsen Deputy City Attorney	Andy Fox Assistant Director - HR	
Lawrence Brown - Fire		
John Humphrey - Fire		

3. Approval of minutes of monthly meeting held:

August 1, 2018

APPROVED

II. NEW BUSINESS

A. <u>Service Retirement Applications</u>	APPROVED
The Retirement Office requests Board-approval of each service retirement application listed on EXHIBIT 1 (if any).	
Total: 14	
B. <u>Disability Retirement Applications</u>	N/A
The Retirement Office requests Board-approval of each Medical Board-reviewed disability retirement application listed on EXHIBIT 2 (if any).	
Total: 0	
C. <u>Disability Reexamination Determinations</u>	N/A
The Retirement Office requests Board-approval of each Medical Board-reviewed disability retirement reexamination listed on EXHIBIT 3 (if any).	
Total: 0	
D. <u>Death Benefit Claims</u>	APPROVED
The Retirement Office requests Board-approval of each payable death benefit claim listed on EXHIBIT 4 (if any).	
Total: 3	

III. REPORTING

A. <u>Member Separation Report</u>
The Retirement Office is processing each nonvested member separation listed on EXHIBIT 5 (if any). This will require refunding mandatory contributions.
Total: 43
Value: \$135,457.69
B. <u>DROP Exit Report</u>
The Retirement Office is processing each DROP Participant separation listed on EXHIBIT 6 (if any).
Total: 0
C. <u>Report of Deaths</u>
The Retirement Office is processing each member or beneficiary death listed on EXHIBIT 7 (if any).
Total: 9
D. <u>Retirement Rescissions</u>
The Retirement Office is processing each member or beneficiary death listed on EXHIBIT 8 (if any).
Total: 0
E. <u>Previous Docket Amendments and Corrections</u>
N/A.

F. Obligations Reported for Payment

Refer to EXHIBIT 9.

G. Disability Reexaminations Status Report

The Retirement Office is processing each disability retirement reexamination listed on EXHIBIT 10 (if any).

Total: 18

H. Committee Reports: Administration and Planning & Investment Management**1. Administration and Planning – No meeting held.**

Future discussion regarding DROP participants death after retirement benefit election timeframe.

2. Investment Management – Meeting held.**a) Monthly Flash/Capital Markets.**

- (1) As of July 31, 2018, asset market values were \$1.13 billion in contrast to July 31, 2017 liability of \$1.34 billion.
- (2) Investments are within targeted allocations.

3. Investment committee recommends the System assigns investment consulting relationship with ANDCO and immediately begin RFP process to include ANDCO and others in distribution.

Board approves investment committee recommendation assigning consulting relationship with ANDCO and immediately begin RFP process to include ANDCO and others in RFP distribution.

4. Anticipated Investment Committee Meeting – October 3, 2018.**I. Other/Old Business**

1. John Humphrey, DROP firefighter, addressed the Board to request a correction to the error regarding his death after retirement benefit. Member entered DROP January 1, 2015. Two and a half years after entering DROP the member's wife asked him why he did not ask about the options available for the death after retirement benefit. In particular, the option of parity (Option A). Member expressed his belief that Sec. 37-78 of City Code allows for the change of his election due to his error. Member stated that he made the error in his beneficiary elections at the time of submitting his retirement papers and requested that the Board consider allowing him to change his election. Member had been to the retirement office and legal and was told that he could not change his election per 37-68, as his first deferred DROP payment had already become due. Member presented a list of 15 DROP participants indicating whether they were aware of the death after retirement benefit options at the time of retirement. 10 out of the 15 stated they were not aware. Member requested a correction of the error in accordance with Sec. 37-78 in order for him to investigate the cost of Option A.

After discussing the matter, the Board of Trustees ruled that Sec. 37-78 allows for corrections due to errors in the system's records and does not apply in cases where a member made an error in their election. The Board directed the Administration and Planning committee to consider proposing an amendment to the code language regarding the timeframe available in which a DROP member can change their death after retirement benefit election. Any such code revision, if accepted and approved by City Council, would not address this case and would be effective at the time of adoption forward.

Board of Trustees decided that the member is unable to change his death after retirement beneficiary election under Sec. 37-78 of City Code due to the fact that the error was not an error in the System's records. The System's records accurately reflect his election of death after retirement benefits. Board directed staff to respond to Mr. Humphrey in writing, to include an excerpt of City Code.

2. Staff requested Board approval to upgrade the services used to search for member deaths. The System currently uses a legacy Pension Benefits Information Inc. (PBI) service which compares the System's member population against their database. Changes in death reporting requirements at the federal level have limited PBI's ability to keep its' database up to date. The expanded services would include a nationwide search of obituaries making PBI's services more effective. Annual costs will increase from \$650 to \$2,635. Staff believes the increase in costs is more than justified given the potential to avoid overpayments.

Board of Trustees approved Pension Benefits Information services (PBI) upgrade from the legacy services (annual cost of \$650.00) to the current standard solution.

J. Adjournment

Next Meeting:	October 3, 2018	
Anticipated Quorum:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Scheduled Guest Speaker(s):		

Exhibit 1

Service Retirement Applications

	Active No	Member Name	Department	Retirement Date	Retirement Type	Election	Refund Due
1.	27483	Ayars, Darryl L.	Utilities	11/1/2018	Normal	N/A	No
2.	26897	Ball, Charles D.	Police	10/1/2018	Normal	DROP	No
3.	27713	Burress, Marilyn Thomas	Neighborhood Development	10/1/2018	Normal	N/A	No
4.	27767	Gray, Vada	Fire-Rescue Services	10/1/2018	Normal	N/A	No
5.	18115	Herbert, Johnnie	Human Services	10/1/2018	Normal	N/A	No
6.	32534	Kenyon, Harry C.	Utilities	11/1/2018	Normal	N/A	No
7.	24270	Moore, Raymond N.	Public Works	10/1/2018	Normal	N/A	No
8.	30464	Ormond, Alan Wood	N/A	10/1/2018	Vested	N/A	No
9.	29273	Sanderlin, John H. Jr.	City Auditor	9/1/2018	Early	N/A	No
10.	28341	Scallon, Christopher John Alexander	Police	10/1/2018	Early	Reduced	No
11.	30100	Smith, Earl	Utilities	11/1/2018	Normal	N/A	No
12.	25160	Smith, Willie Richard	N/A	8/1/2018	Vested	N/A	No
13.	27778	Soniak, Joseph D.	Fire-Rescue Services	10/1/2018	Early	Reduced	No
14.	23232	Williamson, Charles W. Jr.	Utilities	10/1/2018	Normal	N/A	No

Exhibit 2

Disability Retirement Applications

	Active No	Member Name	Department	Retirement Date	Retirement Type	Refund Due	Next Reexam

Exhibit 3

Disability Reexamination Determinations

	Ret No	Member Name	Retirement Date	Reexam Date	Retirement Type	Next Reexam

Exhibit 4

Death Benefit Claims

	Active No	Member Name	Death Date	Effective Date	Is Spouse	Death Benefit	Election Status
1.	22084	Harris, Norman D.	6/19/2018	6/19/2018	Yes	Death After Ret.	Monthly Benefit
2.	23597	Newkirk Sr., James A.	6/24/2018	7/1/2018	Yes	Death After Ret.	Monthly Benefit
3.	30671	Perry, Cornelius	7/28/2018	7/28/2018	No	Ordinary Death	Lump Sum

Exhibit 5

Member Separation Report

	Active No	Member Name
1.	34651	Ashby, Donte L.
2.	36073	Avery, Meredith R.
3.	34861	Banks, Everett J.
4.	34378	Bass, Ashley M.
5.	36422	Brown, Iris M.
6.	35949	Brown, Melinda
7.	36534	Cherry, Antonio J.
8.	36541	Dangerfield, Michael E.
9.	35086	Douglas, Jerry M.
10.	35086	Douglas, Jerry M.
11.	35742	Drake, Thelma D.
12.	34343	Flower, Andrea
13.	36243	Freeman, Margaret L.
14.	36221	Garrenton, Marie S.
15.	36222	Gregory, Nicki
16.	36222	Gregory, Nicki
17.	35335	Hall, Nyoka C.
18.	36224	Harris, Michael F.
19.	35238	Harris, Sebrena
20.	34410	Janicki, Nicole E.
21.	36760	Jemes, Antonio A.
22.	35639	Kelly, Megan L.
23.	34345	Martin Barnes, Marcia R.
24.	35723	McAllister, LaKeitha Z.
25.	36203	McBride, Christina W.
26.	36548	McDuffie, Shermia
27.	34976	Melendez, Lenny
28.	34842	Okafo, Ezinwanne
29.	34574	Perry, Lisa
30.	36571	Pertilla, Sabrina
31.	35607	Richmond, Christopher M.
32.	36195	Sabalones, Juan
33.	36659	Sloan Jr., Sean A.
34.	36310	Speight, Michael D.
35.	36470	Stanley, Virignia A.
36.	36286	Stewart, Kelly R.
37.	36501	Utley, Brittany A.
38.	35816	Walker, Leondre M.
39.	36564	Washington, Jeremy C.
40.	35623	Wever, Alacia L.
41.	35232	Wilis, Martin R.

Exhibit 5

Member Separation Report

	Active No	Member Name
42.	35025	Williams, Robert L.
43.	36521	Wood, Douglas S.

Exhibit 6
DROP Exit Report

	Ret No	Member Name	Department	Effective Date

Exhibit 7
Report of Deaths

	Active No	Decedent Name	Decedent Type	Death Date
1.	29000	Dunn, John	Retiree	8/23/2018
2.	25748	Gambrill, Bernice B.	Retiree	8/20/2018
3.	22084	Harris, Norman D.	Retiree	6/19/2018
4.	07787	Jeter, Elmer R.	Spouse	8/2/2018
5.	14634	Lee, Robert E.	Retiree	6/6/2018
6.	12566	Payne, Bernice W.	Retiree	8/14/2018
7.	19390	Scott, Susan Lynne	Retiree	4/13/2018
8.	21118	Sucgang, Milagros Caballero	Retiree	7/25/2018
9.	30337	Walke, Julia	Retiree	8/14/2018

Exhibit 8
Retirement Recissions

	Active No	Member Name	Department	Retirement Date	Retirement Type	Recission Date

Exhibit 9

Obligations Reported for Payment

	Description	Amount
1.	State Street Corporation	\$9,071.89
2.	Cheiron	\$4,595.82
3.	Summit Strategies, Inc.	\$16,593.34
4.	The Gourmet Gang	\$128.80
5.	NowCare Physicians P.C.	\$500.00
6.	Retirement Payroll	\$7,257,800.78
7.	TOTAL	\$7,288,690.63

Additional Details

- (1) Custodial Services - Aug (Estimated) \$9,071.89
- (2) Consulting services - Aug (Estimated) \$4,595.82. Chk. 1288 for a total of \$4,595.82 issued in August.
- (3) Consulting services -Aug 2018 (Estimated) \$16,593.34 - Q3 Payment due in Sep.
- (4) August Meeting Lunch - (Chk. 1287)
- (5) NowCare Physicians - (Chk. 1289)
- (6) Payroll for September (estimated)

Exhibit 10
Disability Reexaminations Status Report

	Ret No	Member Name	Retirement Date	Reexam Date	Retirement Type	Medical Board Status
1.	07244R	Allison, Curtis L.	11/1/2015	5/2/2020	Accidental	2 Year Reexam 2020
2.	07287R	Banks, Allen	2/1/2016	2/1/2016	Accidental	Deadline 9/30/18
3.	06586R	Brown, Sherrod M. Sr.	6/1/2012	4/17/2018	Ordinary	Medical Board Review
4.	06942R	Cole, Keith J.	4/1/2014	2/1/2019	Accidental	Annual Reexam 2019
5.	07563R	Cooke, Lenora W.	11/1/2017	11/1/2018	Accidental	Annual Reexam 2019
6.	07104R	Cratt, David	3/1/2015	1/24/2018	Ordinary	Medical Board Review
7.	07616R	Dickason, Robert W.	4/1/2018	4/1/2018	Accidental	Annual Reexam 2019
8.	06985R	Doke, Annie	8/1/2014	5/2/2018	Vested	Annual Reexam 2019
9.	07231R	Fancher, Courtney D.	10/1/2015	7/11/2018	Accidental	3 Year Reexam 2021
10.	07535R	Hall, Scott	9/1/2017	9/1/2018	Ordinary	Annual Reexam 2018
11.	07113R	Howard, John R.	6/1/2017	6/1/2018	Accidental	Annual Reexam 2019
12.	07124R	Lambson, Leland	4/1/2015	3/7/2018	Vested	Annual Reexam 2019
13.	07099R	Robertson, Denise L.	2/1/2015	1/10/2018	Accidental	Annual Reexam 2019
14.	07258R	Robertson, Neal A.	12/1/2015	1/23/2018	Accidental	Awaiting medical
15.	07173R	Russell, Clifton D.	7/1/2015	2/1/2019	Ordinary	Annual Reexam 2019
16.	07442R	Vandivort, Mary A	1/1/2017	2/1/2017	Ordinary	Deadline 9/30/18
17.	07536R	Warner, Jerry	9/1/2017	9/1/2018	Accidental	Annual Reexam 2019
18.	06262R	Wethington, Mark A.	12/1/2010	12/14/2017	Accidental	Medical Board Review (Ne