



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 8/7/2019	Start Time 12:00 PM	End Time 1:12 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 checked="" type="checkbox"/>
Yvonne T. Allmond	<input checked="" type="checkbox"/>
Lawrence A. Bernert, III	<input checked="" type="checkbox"/>
Rev. Kenneth W. Crowder	<input checked="" type="checkbox"/>
Arthur M. Eason, III	<input checked="" type="checkbox"/>
Daryl Howard	<input checked="" type="checkbox"/>
James Izard	<input checked="" type="checkbox"/>
Eric G. Tucker	<input checked="" type="checkbox"/>
Christine Garczynski	<input checked="" type="checkbox"/>
Catheryn Whitesell	<input checked="" type="checkbox"/>

Additional Attendees

Penny DeLosh Executive Director	Jackie Cowan Ret. Benefit Administrator	Andy Fox Deputy City Attorney I
Marva Smith Human Resources Director		

3. Approval of minutes of monthly meeting held:

July 10, 2019

APPROVED

II. NEW BUSINESS

A. Service Retirement Applications **APPROVED**
The Retirement Office requests Board-approval of each service retirement application listed on EXHIBIT 1 (if any).
Total: 16

B. Disability Retirement Applications **APPROVED**
The Retirement Office requests Board-approval of each Medical Board-reviewed disability retirement application listed on EXHIBIT 2 (if any).
Total: 1

C. Disability Reexamination Determinations **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. Death Benefit Claims **APPROVED**
The Retirement Office requests Board-approval of each payable death benefit claim listed on EXHIBIT 4 (if any).
Total: 4

III. REPORTING

A. Member Separation Report
The Retirement Office is processing each nonvested member separation listed on EXHIBIT 5 (if any). This will require refunding mandatory contributions.
Total: 17
Value: \$34,521.49

B. DROP Exit Report
The Retirement Office is processing each DROP Participant separation listed on EXHIBIT 6 (if any).
Total: 1

C. Report of Deaths
The Retirement Office is processing each member or beneficiary death listed on EXHIBIT 7 (if any).
Total: 7

D. Retirement Rescissions
The Retirement Office is processing each member or beneficiary death listed on EXHIBIT 8 (if any).
Total: 0

E. Previous Docket Amendments and Corrections
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: 20

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

- a) Updates to Board of Trustees Manual expected to be completed by next month.
- b) Discussion regarding Fiduciary Insurance for Trustees. Some options discussed do not apply to the Board of Trustees. Risk Manager to give presentation to Board.
 - (1) Fiduciary Liability Insurance
 - (2) Directors & Officers Liability Insurance (D&O)
 - (3) Employment Practices Liability Insurance (EPLI)
 - (4) Fidelity Coverage/Crime

2. Investment Management – No meeting held.

- a) Monthly Flash/Capital Markets.

As of June 30, 2019, as of the end of the fiscal year allocations are almost exactly in line with target so no rebalancing required. July report expected to be even closer to target.

- b) Andco Training.

Investment committee meeting in September to discuss investment philosophy, strategy and reporting format. Andco to conduct investment training at September 4, 2019 meeting.

3. Retirement Board of Trustees' Required Actions.

Board discussed having the administrative committee create a policy on reporting of Service and Disability Retirements, reexaminations and death/beneficiary benefits.

I. Other/Old Business

1. Mr. Eric Tucker was voted to be the new Vice-Chair of the Board of Trustees.
2. Medical documentation will no longer be sent via email to the Board.
3. Discussion regarding implementing a standing lunch order.
4. Wellness Fair 2nd year participation and giveaway items presented to Board of Trustees.

J. Adjournment

Next Meeting:	September 4, 2019
Anticipated Quorum:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Scheduled Guest Speaker(s):	Trevor Jackson, Andco

Exhibit 1

Service Retirement Applications

	Active No	Member Name	Department	Retirement Date	Retirement Type	Election	Refund Due
1.	24074	Boone, Gwendolyn Johnson	N/A	8/1/2018	Vested	N/A	No
2.	27446	Brabson, Windsor Lee Jr.	Police	9/1/2019	Early	Reduced	No
3.	26965	Davis, Donell L.	Public Works	9/1/2019	Early	Reduced	No
4.	23270	Fitzgerald, Diane	Human Resources	9/1/2019	Normal	N/A	No
5.	24901	Floyd, Steven A.	General Services	10/1/2019	Normal	N/A	No
6.	26902	Huffman, Bradley A.	Police	9/1/2019	Normal	DROP	No
7.	30845	Lassiter, Karla H.	Human Services	9/1/2019	Normal	N/A	No
8.	22376	Nicely, Donna S.	Human Services	10/1/2019	Normal	N/A	No
9.	28892	Nwajei, Kanedra B.	Human Services	9/1/2019	Normal	N/A	No
10.	29416	Peterson, Sandra Dale	Human Services	9/1/2019	Early	Reduced	No
11.	33730	Rosario, Donna M.	Community Services Board	10/1/2019	Normal	N/A	No
12.	25948	Rychlicki, Robert	Information Technology	10/1/2019	Normal	N/A	No
14.	31872	Spells, Leann D.	N/A	5/1/2019	Vested	N/A	No
14.	27242	Springer, Thomas L.	Police	10/1/2019	Normal	N/A	No
15.	26117	Thomas, Stanley Jr.	N/A	9/1/2017	Vested	N/A	No
16.	26318	Yancey, Betty J.	Public Works	10/1/2019	Normal	N/A	No

Exhibit 2

Disability Retirement Applications

	Active No	Member Name	Department	Retirement Date	Retirement Type	Refund Due	Next Reexam
1.	27482	Benn, Cody	Human Services	9/1/2019	Accidental	No	

Exhibit 3

Disability Reexamination Determinations

	Ret No	Member Name	Retirement Date	Reexam Date	Retirement Type	Next Reexam
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Exhibit 4
Death Benefit Claims

	Active No	Member Name	Death Date	Effective Date	Is Spouse	Death Benefit	Election Status
1.	24744	Copeland, Saundra H.	6/19/2019	8/1/2019	Yes	Death After Ret.	Monthly Benefit
2.	13257	Pleasants, Leroy M.	11/14/2017	8/1/2019	Yes	Death After Ret.	Lump Sum Benefit
3.	09816	Sanders, Lloyd C.	7/22/2019	8/1/2019	Yes	Death After Ret.	Monthly Benefit
4.	27543	Wiggins, Bobby N.	4/9/2019	8/1/2019	No	Ordinary Death	Lump Sum Benefit

Exhibit 5

Member Separation Report

	Active No	Member Name
1.	34949	Johnson, Samuel C.
2.	34627	Alper, Dorolyn Y.
3.	34526	Patac, Christina L.
4.	35524	Watson, Lanie M.
5.	36044	Snydeman, Penelope C.
6.	35240	Logan II, Etienne F.
7.	34271	Warnock, Matthew O.
8.	34905	Curtis, Lavonne N.
9.	32965	Benjamin, Lisa M.
10.	36857	Anderson, Matthew M.
11.	35890	Crulke, Justin T.
12.	36319	Henderson, Johnetta R.
13.	36273	Musicant, Kyle R.
14.	36795	Smith, Brittany S.
15.	35401	Thomas, Marlos C.
16.	36149	Gaskins, Alisa D.
17.	36503	Clark, Michael E.

Exhibit 6
DROP Exit Report

	Ret No	Member Name	Department	Effective Date
1.	07207R	Koenig, John E.	Fire-Rescue	9/1/2019

Exhibit 7
Report of Deaths

	Active No	Decedent Name	Decedent Type	Death Date
1.	12676	Brown, George D.	Spouse	7/16/2019
2.	24570	Davis, Aaron G.	Retiree	6/28/2019
3.	20615	Green, Robert E.	Retiree	7/6/2019
4.	13060	Joyner, Novella	Retiree	6/27/2019
5.	30525	Moring, Michael L.	Retiree	7/14/2019
6.	09816	Sanders, Lloyd C.	Retiree	7/22/2019
7.	19344	Taylor, Effie W.	Retiree	7/12/2019

Exhibit 8
Retirement Recissions

	Active No	Member Name	Department	Retirement Date	Retirement Type	Recission Date
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Exhibit 9

Obligations Reported for Payment

	Description	Amount
1.	State Street Corporation	\$8,513.49
2.	Cheiron	\$4,733.69
3.	AndCo, Inc.	\$17,082.76
4.	The Gourmet Gang	\$153.41
5.	Wilcox Savage	\$3,317.85
6.	NowCare	\$600.00
7.	City Treasurer	\$42,086.77
8.	Andy Fox (City Legal)	\$1,798.16
9.	Penny DeLosh	\$7.35
10.	Fort Norfolk Plaza	\$300.00
11.	Est. Retirement Payroll August 2019	\$8,000,000.00
12.	TOTAL	\$8,078,593.48

Additional Details

- (1) Custodial Services - July 2019 (Estimated) - Chk 1347 issued Aug 2019 \$26,413.24 (\$10,126.97 March 2019, \$8,193.10 April 2019 and \$8,098.17 May 2019)
- (2) Consulting services - July 2019 (Estimated) - Chk 1348 issued Aug 2019 \$4,733.69 (\$4733.69 June 2019)
- (3) Consulting services -July 2019 (Estimated)
- (4) July Meeting Lunch - Chk 1349 issued Aug 2019 \$153.41
- (5) Professional Services Agreement No. 65620.011 - Chk 1350 issued Aug 2019 \$3,317.85 (May and June 2019 services)
- (6) Nowcare - Disability Reexam / Exam - Chk 1351 issued Aug 2019 (\$300.00 K. Cole & \$300.00 C. Benn)
- (7) NERS Reimbursement Administrative Expenses for 06.01.2019 - 06.30.2019 - Chk 1356 to be issued August 2019 for FY 2019
- (8) NAPPA Legal Association conference travel expenses A. Fox reported July obligations - Ckk 1353 issued Aug 2019
- (9) USPS Overnight Postage Reimbursement - L Barnes reported July obligations - Chk 1352 issued Aug 2019
- (10) Fort Norfolk Plaza - Disability Exam - Chk 1355 issued Aug 2019(\$300.00 C. Benn)
- (11) Payroll for August 2019 (Estimated)

Exhibit 10(a)
Disability Reexaminations Status Report
-Alphabetical by Last Name-

	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.	07764R	Banks, Carolyn O.	2/1/2019	2/1/2020	Ordinary	Annual Reexam 2020
3.	07799R	Bond, Katherine L.	4/1/2019	4/1/2020	Ordinary	Annual Reexam 2021
4.	06586R	Brown, Sherrod M. Sr.	6/1/2012	4/17/2021	Ordinary	3 Year Reexam 2021
5.	07768R	Carter, Dwight A.	3/1/2019	3/1/2020	Ordinary	Annual Reexam 2020
6.	06942R	Cole, Keith J.	4/1/2014	2/1/2019	Accidental	Medical Board Review (Centrone) Apr 2019; additional records required by dr
7.	07563R	Cooke, Lenora W.	11/1/2017	11/1/2019	Accidental	Annual Reexam 2019
8.	06985R	Doke, Annie	8/1/2014	5/1/2019	Ordinary	Awaiting medical records
9.	07231R	Fancher, Courtney D.	10/1/2015	7/11/2021	Accidental	3 Year Reexam 2021
10.	07535R	Hall, Scott	9/1/2017	4/1/2020	Ordinary	Annual Reexam 2020
11.	07724R	Harris, Dennis L.	12/1/2018	12/1/2019	Ordinary	Annual Reexam 2019
12.	07124R	Lambson, Leland	4/1/2015	3/1/2019	Ordinary	Medical Board Review (Newby) May 2019
13.	07747R	Porter, Louis E.	1/1/2019	12/1/2019	Ordinary	Annual Reexam 2019
14.	07798R	Rascoe, Wilhwmina E.	4/1/2019	4/1/2020	Ordinary	Annual Reexam 2020
15.	07258R	Robertson, Neal A.	12/1/2015	1/23/2018	Accidental	Out of state; awaiting alternate arrangements
16.	07748R	Seay, Michael K.	1/1/2019	12/1/2019	Ordinary	Annual Reexam 2019
17.	07562R	Stalker, Ward E.	11/1/2017	11/1/2018	Ordinary	Awaiting additional medical records
18.	07442R	Vandivort, Mary A	1/1/2017	12/1/2019	Ordinary	Annual Reexam 2019
19.	07536R	Warner, Jerry	9/1/2017	9/1/2018	Accidental	Medical Board Review (Centrone) July 2019
20.	07725R	White, Mario D.	12/1/2018	12/1/2019	Ordinary	Annual Reexam 2019

Exhibit 10(b)
Disability Reexaminations Status Report

-Chronological by Reexam Date-

	Ret No	Member Name	Retirement Date	Reexam Date	Retirement Type	Medical Board Status
1.	07258R	Robertson, Neal A.	12/1/2015	1/23/2018	Accidental	Out of state; awaiting alternate arrangements
2.	07536R	Warner, Jerry	9/1/2017	9/1/2018	Accidental	Medical Board Review (Centrone) July 2019
3.	07562R	Stalker, Ward E.	11/1/2017	11/1/2018	Ordinary	Awaiting additional medical records
4.	06942R	Cole, Keith J.	4/1/2014	2/1/2019	Accidental	Medical Board Review (Centrone) Apr 2019; additional records required by dr
5.	07124R	Lambson, Leland	4/1/2015	3/1/2019	Ordinary	Medical Board Review (Newby) May 2019
6.	06985R	Doke, Annie	8/1/2014	5/1/2019	Ordinary	Awaiting medical records
7.	07563R	Cooke, Lenora W.	11/1/2017	11/1/2019	Accidental	Annual Reexam 2019
8.	07724R	Harris, Dennis L.	12/1/2018	12/1/2019	Ordinary	Annual Reexam 2019
9.	07747R	Porter, Louis E.	1/1/2019	12/1/2019	Ordinary	Annual Reexam 2019
10.	07748R	Seay, Michael K.	1/1/2019	12/1/2019	Ordinary	Annual Reexam 2019
11.	07442R	Vandivort, Mary A	1/1/2017	12/1/2019	Ordinary	Annual Reexam 2019
12.	07725R	White, Mario D.	12/1/2018	12/1/2019	Ordinary	Annual Reexam 2019
13.	07764R	Banks, Carolyn O.	2/1/2019	2/1/2020	Ordinary	Annual Reexam 2020
14.	07768R	Carter, Dwight A.	3/1/2019	3/1/2020	Ordinary	Annual Reexam 2020
15.	07799R	Bond, Katherine L.	4/1/2019	4/1/2020	Ordinary	Annual Reexam 2021
16.	07535R	Hall, Scott	9/1/2017	4/1/2020	Ordinary	Annual Reexam 2020
17.	07798R	Rascoe, Wilhwnina E.	4/1/2019	4/1/2020	Ordinary	Annual Reexam 2020
18.	07244R	Allison, Curtis L.	11/1/2015	5/2/2020	Accidental	2 Year Reexam 2020
19.	06586R	Brown, Sherrod M. Sr.	6/1/2012	4/17/2021	Ordinary	3 Year Reexam 2021
20.	07231R	Fancher, Courtney D.	10/1/2015	7/11/2021	Accidental	3 Year Reexam 2021