



# City of Margate

5790 Margate Boulevard  
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## Meeting Minutes Employee Benefits Trust Fund

*Chair, James Wilbur*  
*Vice Chair, Joanne Simone*  
*Secretary, Jacqueline Chin-Kidd*  
*Trustee, Frank DiNatale*  
*Trustee, Eric Sanzare*  
*Trustee, Neil Sohn*  
*Trustee, Laura Sudman*

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Thursday, January 23, 2020

2:30 PM

Commission Chambers

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### CALL TO ORDER

### ROLL CALL

**Present:** 3 - Chair James Wilbur, Secretary Jackie Chin-Kidd and Trustee Laura Sudman

**Absent:** 2 - Vice Chair Joanne Simone and Trustee Eric Sanzare

### 1) PUBLIC DISCUSSION

There was no public discussion.

### 2) MINUTES

**A. [ID 2019-654](#) MOTION - APPROVING MINUTES DATED NOVEMBER 21, 2019**

**A motion was made by Secretary Chin-Kidd, seconded by Trustee DiNatale, that the Minutes dated November 2nd, 2019, should be approved. This carried by a unanimous 5-0.**

### 3) INVOICES

**A. [ID 2019-655](#) MOTION - APPROVING INVOICE FROM MIERZWA & FLOYD, P. A.**

**A motion was made by Secretary Chin-Kidd, seconded by Trustee DiNatale, that the invoice from Mierzwa & Floyd, P. A. should be approved. This carried by a unanimous 5-0.**

### 4) APPROVAL OF BENEFITS

EMPLOYMENT BENEFIT TRUST FUND (EBTF) CHAIR JAMES A. WILBUR informed that both he and Secretary Chin-Kidd reviewed the benefits. He indicated that many Retirees returned their missing paperwork late so that the EBTF had a lot more money that needed to be allocated than what was previously calculated. He explained that they were \$2,093.50 short and that due to the time frame, he had contacted Morgan Stanley's (MS) Executive Director, Edward A Thomasco, to get the paperwork started and advised that they would also need to put some more money into the checking account to allow the budget for payment of invoices. He said that comparing to last year's figures, payments included audit reports, accounting fees, attorney's fees and actuary services.

He explained his preference in having sufficient funds in the checking account so they do not run into any issues and estimated an additional \$30,000 would need to be transferred to the checking account to cover all costs.

**A motion was made by Secretary Chin-Kidd, seconded by Trustee DiNatale, to take another \$30,000 from the same account as before and put it into the checking account.**

EBTF CHAIR WILBUR read an email from (MS) Executive Director Thomasco who recommended that they withdraw the funds from the same account.

**The motion carried by the following vote:**

**Yes:** 5 - Chair Wilbur, Secretary Chin-Kidd, DiNatale, Sohn and Trustee Sudman

**Absent:** 2 - Vice Chair Simone and Trustee Sanzare

EBTF CHAIR WILBUR repeated that he had to start the ball rolling before today's meeting due to the time limits as they were required to send the checks out by the January 31st. He handed out an updated list to the Trustees and explained that the total on the spreadsheets matched the total of checks that he printed. He indicated that there were applicants that turned in their paperwork late last year that were included to be paid for their 2019 benefit on the list for 2020. There were two Retirees that submitted paperwork late last year but had received nothing for this year.

EBTF SECRETARY JACQUELINE CHIN-KIDD explained that everything was written in the 2020 column but it included retirees that were being paid their 2019 benefit for paperwork that was submitted late in the prior year. She referenced the spreadsheet and informed that the EBTF could go back one year, when issuing payments, which would be in addition to the current year payments.

EMPLOYMENT BENEFIT TRUST FUND (EBTF) WILBUR explained that once they pay and create a spreadsheet for next year, he would move the payments for the 2019 benefits paid this year from the 2020 column and place it into the 2019 column.

**A. [ID 2019-656](#) MOTION - FINAL APPROVEMENTS OF BENEFIT APPLICATIONS FOR 2019**

**A motion was made by Trustee Sudman, seconded by Trustee Sohn, to approve the Benefits. This carried by the following vote:**

**Yes:** 5 - Chair Wilbur, Secretary Chin-Kidd, DiNatale, Sohn and Trustee Sudman

**Absent:** 2 - Vice Chair Simone and Trustee Sanzare

## **5) PRESENTATION**

There was no presentations.

## 6) REPORT FROM ATTORNEY

MIERZWA & FLOYD , P.A. AND EMPLOYMENT BENEFIT TRUST FUND (EBTF) ATTORNEY, MARK W. FLOYD explained that he had nothing further to report since the November 2019 meeting.

## 7) REPORT FROM TRUSTEES

EBTF TRUSTEE FRANK DINATALE said that he had a change of address for a Retiree.

SALENE E. EDWARDS confirmed that she was already aware of that particular Retiree's change of address.

EBTF TRUSTEE LAURA SUDMAN questioned whether the Death Certificate for John Curtis was required. She also discussed former Communication Specialists that transferred over to the Broward Sherriff's Office in 2013 and that the only two that she was unable to get hold of was John Kinsella and Tanamara Brackett. She said that she would email Chair Wilbur the list of people that she communicated with at the Broward County Office.

EBTF CHAIR WILBUR confirmed that they would require the paperwork for John Curtis. He also confirmed that he would handle the situation for the Broward County Communication staff.

Discussion ensued on the process for the Broward County's Communication staff.

MIERZWA & FLOYD, P.A. AND EBTF ATTORNEY, FLOYD explained the legal process concerning the Broward County Communication staff.

EBTF SECRETARY CHIN-KIDD sought clarification as to whether they needed to send a letter to the two Retirees that were not paid.

EBTF CHAIR WILBUR confirmed that they could use the same format of a letter which he used last year. He said that he was receiving proxies for different stock funds.

MIERZWA & FLOYD, P.A. AND EBTF ATTORNEY FLOYD confirmed that he would take care of the proxies.

EBTF CHAIR WILBUR explained that they needed to change the rule that allowed sending in missing documentation up until the checks were cut. He asked if the date could be moved back until approximately January 1st which would give them three weeks to process all the payments and provide the investor with the correct amount to transfer.

Discussion ensued regarding an appropriate deadline for receiving back-up material and when the date of the checks were distributed to the Retirees.

**A motion was made by Secretary Chin-Kidd, seconded by Trustee DiNatale, to move the deadline for getting all follow-up paperwork in, for people that met the application deadline, to January 5th, prior to the checks being issued. This carried by the following vote:**

**Yes:** 5 - Chair Wilbur, Secretary Chin-Kidd, DiNatale, Sohn and Trustee Sudman

**Absent:** 2 - Vice Chair Simone and Trustee Sanzare

EBTF CHAIR WILBUR advised that this year, he cut 206 checks at a total of \$295,000. He explained that they were processing approximately 200 applications and indicated that managing EBTF at this level was too much work and that we should get a professional accountant to administer it. He asked the EBTF Trustees if they had any objection for him to direct EBTF Attorney Floyd to obtain quotes to find an administrative service to take care of this. He indicated that this would take the burden off from the EBTF Board and that also, as his retirement was approaching, he wanted to ensure that EBTF ran effectively.

Discussion ensued on the EBTF process.

CONSENSUS was provided by the EBTF Trustees for EBTF Attorney Floyd to find quotes to conduct the administrative service.

## 8) OTHER BUSINESS

EBTF CHAIR WILBUR asked which terms were coming up for this year. He said that he would like to see people on the EBTF Board who were eligible for the fund.

SALENE E. EDWARDS said that she would need to discuss term limits with Theresa L. Jones.

Discussion ensued on the expiration dates of the terms.

## 9) SCHEDULE NEXT MEETING

EBTF CHAIR WILBUR said that the next meeting would be scheduled for Thursday, June 18th, 2020 at 2:30pm.

SECRETARY CHIN-KIDD said that at the last EBTF meeting, there was a statement made that they did not receive applications for Cecil Hall or Bruce Watson. She confirmed that those applications were received and that they were included in the payment.

## ADJOURNMENT

There being no further business, the meeting adjourned at 2:59pm.

Respectfully submitted,

Transcribed by Salene E. Edwards

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Jacqueline Chin-Kidd, Secretary

Date: \_\_\_\_\_

If a person decides to appeal any decision made by the Board with respect to any matter considered at this meeting, the person will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Anyone desiring a verbatim transcript shall have the responsibility, at his/her own expense, to arrange for the transcript.

Any person with a disability requiring auxiliary aids and services for this meeting may call the City Clerk's office at 954-972-6454 with their request at least two business days prior to the meeting date.

One or more members of the City Commission or advisory boards of the City of Margate may be in attendance and may participate at the meeting.