



City of Margate

5790 Margate Boulevard
Margate, FL 33063
954-972-6454
www.margatefl.com

Meeting Minutes Employee Benefits Trust Fund

James Wilbur, Chair
Neil Sohn, Vice Chair
Jacqueline Chin-Kidd, Secretary
Frank DiNatale, Trustee
Robert Kriplean, Trustee
Todd Sherman, Trustee
Joanne Simone, Trustee

Wednesday, September 9, 2020

11:00 AM

Special Meeting

Virtual Meeting

<https://us02web.zoom.us/j/88643123494>

CALL TO ORDER

ROLL CALL

Present: 7 - Trustee Joanne Simone, Trustee Todd Sherman, Trustee Robert Kriplean, Trustee Frank DiNatale, Secretary Jacqueline Chin-Kidd, Vice Chair Neil Sohn and Chair James Wilbur

CITY CLERK JOSEPH J. KAVANAGH read a statement pertaining to the City's virtual public meeting pursuant to the Sunshine Law and Florida State Governor Ronald Dion DeSantis' Executive Order.

1) PUBLIC DISCUSSION

There was no Public Discussion.

2) PRESENTATION

A. [ID 2020-278](#) DISCUSSION AND POSSIBLE ACTION - ANCHOR BENEFIT CONSULTING

ANCHOR BENEFIT CONSULTING (ABC), INC. PRESIDENT SCOTT C. CRAWFORD introduced himself and discussed the content of the brochure that was distributed to the Board Members who were present in Chambers. He advised that the brochure contained a list of their clients and recommended that the EBTF Board should contact them for references pertaining to their administration services. He continued to discuss their proposal and gave an overview of ABC. He explained the process and said that they would initially contact all their Retirees to inform them of their services and explain what they were doing and that thereafter, the Retiree would complete an Affidavit which would need to be returned to ABC. He said that ABC would then work with the EBTF Board to establish how much funds the Retirees would be receiving and explain to all of the participants of their responsibilities in providing them with the appropriate information in return for what they were offering them. He advised that they would either offer them a lumpsum check which was distributed after January to pay for premiums or anything else

they would have to pay for under Section 51C9 or if there was any money left over, they could receive a credit card to use for those funds paying for anything within those guidelines such as co pays for medical expenses or drug costs. He informed that thereafter, the administration services would continue and his staff would be available to answer any question and the process would start again for the following year.

EMPLOYMENT BENEFIT TRUST FUND (EBTF) CHAIR JAMES A. WILBUR indicated that the EBTF Attorney Floyd would go over the premiums for ABC but questioned what would happen during the year if they had to pay for a death benefit or if the member had any questions about their benefits.

ABC, INC. PRESIDENT CRAWFORD said that the Retirees would contact ABC as they would take full responsibility of the administrative services.

MIERZWA & FLOYD , P.A. AND EMPLOYMENT BENEFIT TRUST FUND (EBTF) ATTORNEY, MARK W. FLOYD clarified that ABC would fully administer all of the benefits but the EBTF Board would still determine eligibility and that they would have to inform ABC accordingly with the required amount. He explained that ABC would collate all the paperwork which would relieve the EBTF Board of many of those responsibilities. He recapped by explaining that every year, ABC would distribute the forms and if they were incomplete, ABC would be responsible for contacting the Retirees in that respect.

Discussion ensued including the process for collating the EBTF forms and supporting documentation.

ABC, INC. PRESIDENT CRAWFORD explained that if they changed to their services this year, they would coordinate with the EBTF Board to devise a joint welcome letter to the Retirees which would explain that they would be taking over the administration and that all correspondence should be sent to ABC. He also discussed the transition period and indicated that they could send out the checks from January 2021.

Discussion ensued including the practicalities of implementing this new system from January 2021 and sending out welcome letters by November 1st, 2020.

ABC, INC. PRESIDENT CRAWFORD explained that ABC also had a portal that the Retirees could use and check balances in their account and also see whether there was any money left over after the first release of checks.

EBTF CHAIR WILBUR explained that the Retirees just received a flat rate.

MIERZWA & FLOYD, P.A. AND EBTF ATTORNEY FLOYD provided an example on some Retirees that justified receiving the full eligible amount and in that case, they would have account balances which could be placed onto a debit card and used for qualified expenses which was in the EBTF plan. He explained that the debit card may not necessarily expire but the following January, they would only replenish the account balance to the Retirees' annual benefit which would also give them easier access to the same benefit.

Discussion ensued on the Retirees eligibility status and extra funds being placed onto a debit card.

MIERZWA & FLOYD, P.A. AND EBTF ATTORNEY FLOYD advised that ABC would open a Checking account which was in effect, a receipt and disbursement account. He explained that in January when they determine how much they would pay out in benefits,

they would fund that account with the benefit amount and ABC would distribute the benefits from that account. He said that if during the following year not all of the benefits were used, they would replenish that account in order to pay benefits again but they could have some potential savings to the fund by leaving a little more money invested if, for example, people did not use the full benefit.

ABC, INC. PRESIDENT CRAWFORD explained that from a mechanic's standpoint, EBTF would have their own Checking account where the funds would be ready to go out to the Retirees and ABC would tie into that account and they would move funds by automated clearing house (ACH) transfer to ABC. He said that they would set up another Checking account in their name at ABC and would distribute the checks and cards from the use of that account.

MIERZWA & FLOYD, P.A. AND EBTF ATTORNEY FLOYD advised that ABC would be the point of contact and that the EBTF Trustees would be relieved of answering questions.

ABC, INC. PRESIDENT SCOTT C. CRAWFORD referenced pricing and said that there was a One-Time Set Up fee of \$2,000 which would include the set-up of EBTF in ABC's system and the distribution of the welcome letters. He said that there would also be an Annual Renewal fee. He explained that if they were just issuing checks, it would be \$4.50 per member, per month and if a Retiree had a lump of money and would use the credit card on top of that, there would be a \$9.00 per member, per month with a card fee associated with it. He advised that ABC's services provided a yearly contract.

Discussion ensued including pricing, sample forms, wording of the welcome letters and providing the database to ABC.

A motion was made by Trustee DiNatale, seconded by Trustee Kriplean, to engage in Anchor Benefit Consulting, Inc. and authorize Chair Wilbur to work with Mierza & Floyd, P.A. EBTF Attorney Floyd to finalize all paperwork.

Discussion ensued on how to pay EBTF's administrative costs to ABC.

The motion carried by the following vote:

Yes: 7 - Trustee Simone, Trustee Sherman, Trustee Kriplean, Trustee DiNatale, Secretary Chin-Kidd, Vice Chair Sohn and Chair Wilbur

EBTF CHAIR WILBUR thanked ABC, Inc. President Crawford for attending in person and for providing a presentation and said that he looked forward to doing business with him. He thanked the EBTF Board members for engaging in this process as it entailed a lot of work which he believed would provide a better service to their Retirees.

B. [ID 2020-285](#) UPDATE FROM GRAYSTONE CONSULTING

GRAYSTONE CONSULTING SENIOR VICE PRESIDENT SCOTT OWENS discussed the Investment Policy Statement and said that it was last updated in 2001 which was set up with multiple portfolios. He advised that they used their current Investment Policy Statement and applied it to an updated version of an institutional Investment Policy Statement. He continued with his presentation, discussed the current markets and provided many examples and ideas on how EBTF could proceed further with their investments.

EBTF CHAIR WILBUR explained that he had not had an opportunity to read the information and said that he would like to discuss this at the next meeting.

Discussion ensued.

GRAYSTONE CONSULTING SENIOR VICE PRESIDENT OWENS continued with his presentation and said that as part of their Investment Policy Statement, he discussed ways on how their asset allocation could be invested, explained how to reduce risk and increase return and went through the documentation which was provided to the EBTF members. He advised that a decision did not have to be made today but explained that he provided the information so that the EBTF Board could make an informed decision.

EBTF SECRETARY JACQUELINE CHIN-KIDD referenced the federal government and financial markets purchasing assets with stimulus money to save the markets and questioned how it would play into EBTF's future.

GRAYSTONE CONSULTING SENIOR VICE PRESIDENT OWENS advised that in the short term, it would be fantastic due to all of the money going into the market from the federal government. He advised that the increased spending would be beneficial for the economy. He explained that at some point, the stimulus would have to be paid back and that historically, when there had been a big package, it would create inflation. He informed that as inflation meant more dollars, it reduced the cost of the debt which allowed it to be paid back faster. He also said that any negative impact will not be seen for quite some time.

EBTF CHAIR WILBUR thanked Mr. Owens for his time and repeated that he would review the Investment Policy Statement and revert back to him with what the EBTF Board decided to do.

GRAYSTONE CONSULTING SENIOR VICE PRESIDENT OWENS explained that as they had some cash, the idea was to get a solution as to where to invest those dollars. He advised that he could either invest it on a program basis to what they currently have or they could wait until they came up with a decision.

Discussion ensued.

EBTF CHAIR WILBUR repeated that it would take time to go through the Investment Policy Statement but in the meantime, he would like to invest the money from the Checking account.

GRAYSTONE CONSULTING SENIOR VICE PRESIDENT OWENS said that he would work on it and would advise Chair Wilbur accordingly.

3) DISCUSSION AND POSSIBLE ACTION

- A) [ID 2020-277](#) APPROVAL OF PAYMENT OF SURVIVOR BENEFIT TO BENEFICIARY

EBTF CHAIR WILBUR advised that there were two new applications for Death Benefits. He indicated that upon receipt of the Death Certificate and calculation of the remaining balance for the beneficiary of former Police Officer Frank Paolercio, payment could be approved.

A motion was made by Vice Chair Sohn, seconded by Trustee Kriplean, to pay the beneficiary of former Police Officer and Trustee, Frank Paolercio, upon receipt of the Death Certificate. This carried by the following vote:

Yes: 7 - Trustee Simone, Trustee Sherman, Trustee Kriplean, Trustee DiNatale, Secretary Chin-Kidd, Vice Chair Sohn and Chair Wilbur

EBTF CHAIR WILBUR explained that the second application was for former Dispatcher, Cora Ann Morais, who also worked for Broward County. He confirmed that he had a copy of her Death Certificate.

A motion was made by Secretary Chin-Kidd, seconded by Trustee DiNatale, to approve her benefit based on the remaining balance. This carried by the following vote:

Yes: 7 - Trustee Simone, Trustee Sherman, Trustee Kriplean, Trustee DiNatale, Secretary Chin-Kidd, Vice Chair Sohn and Chair Wilbur

4) INVOICES

A. [ID 2020-307](#) MOTION - APPROVING INVOICE FROM MIERZWA & FLOYD, P. A.

A motion was made by Secretary Chin-Kidd, seconded by Trustee Kriplean, to approve the invoice from Mierzwa & Floyd, P. A., for the sum of \$135. This carried by the following vote:

Yes: 7 - Trustee Simone, Trustee Sherman, Trustee Kriplean, Trustee DiNatale, Secretary Chin-Kidd, Vice Chair Sohn and Chair Wilbur

5) REPORT FROM ATTORNEY

MIERZWA & FLOYD, P.A. AND EBTF ATTORNEY FLOYD referenced ABC and said that he received their proposal administration services agreement. He explained that as the EBTF Board had agreed a motion to administer their services, he would get it finalized and send it over to EBTF Chair Wilbur and would work with him as per the motion. He said that he did speak to ABC President Crawford prior to the meeting and explained that as long as they got the mailings out by November 1st, they felt that they could get those checks out by January 31st with no problem which would give them a good six weeks to finalize the application, verification of the continued eligibility and prepare the welcome letter.

6) REPORT FROM TRUSTEES

EBTF CHAIR WILBUR welcomed new EBTF Board member, Todd Sherman and thanked him for serving. He asked the EBTF Attorney Floyd on how they could accept an

application from a Retiree, Annette Daniels, who was living in an assisted care facility who was not permitted to leave unless it was for a doctor's appointments. She was unable to get the form notarized.

MIERZWA & FLOYD, P.A. AND EBTF ATTORNEY FLOYD explained that they could do a telephone call or video conference verification with a EBTF Board Trustee and that they could possibly allow for a third party witness such as a health care profession or nurse, who was not a notary, which would all be acceptable to the EBTF Board.

EBTF CHAIR WILBUR said that ABC could possibly do the telephone verification as they were responsible for taking over the administration.

Discussion ensued on what verifications they could do.

CITY CLERK JOSEPH J. KAVANAGH advised that there were services that offered online notary services which he could provide to Chair Wilbur and indicated that there could be a cost involved.

Discussion ensued.

EBTF CHAIR WILBUR said that he did not think there would be many of these cases and that he could work with the EBTF Attorney Floyd on this matter to determine the verification.

7) OTHER BUSINESS

No other business.

8) SCHEDULE NEXT MEETING

EBTF CHAIR WILBUR explained that he was still undecided on the next scheduled meeting subject to the takeover service of ABC and therefore, the date was to be determined.

ADJOURNMENT

There being no further business, the meeting adjourned at 12:11pm.

Respectfully submitted,

Transcribed by Salene E. Edwards

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.

The Margate Employee Benefit Trust Fund (EBTF) is holding a virtual public hearing on September 9, 2020, at 11:00 a.m. This statement explains the EBTF's findings related to the need to hold the virtual public meeting, and the ability of the public to access the virtual public meeting.

The EBTF's findings and procedure for the virtual public meeting are as follows:

- Pursuant to Governor DeSantis' Executive Orders 20-51 and 20-52, in which the Governor declared a public health emergency and a state of emergency, there is a recommendation to limit public gatherings.
- On March 20, 2020, Governor DeSantis issued Executive Order 20-69, suspending the quorum requirements for public meetings held by a local government body, and the requirement that a local government body must meet at a specific public place.
- On August 7, 2020, Governor DeSantis issued Executive Order 20-193, extending Executive Order 20-69 regarding local government public meetings until 12:01 a.m. on October 1, 2020.
- Consistent with the authority contained in the Governor's Executive Orders, and in order to ensure the health, safety, and welfare of the EBTF's clients and employees, the EBTF finds that it is in the best interest of the EBTF to hold this virtual public meeting.
- Therefore, the EBTF will be holding this virtual meeting through the use of electronic communications. Members of the public are invited to join this virtual meeting by going to www.zoom.com and entering Webinar ID: 886 4312 3494 or by calling in via telephone by dialing one of the following phone numbers: 312-626-6799 or 929-205-6099 - Webinar ID: 886 4312 3494
- A copy of the Agenda for this Virtual Meeting is posted on www.MargateFL.com and on the main bulletin board outside City Hall located at 5790 Margate Blvd, Margate, FL 33063.
- Any comments related to any item on the agenda can be submitted to the EBTF via the following e-mail address: JJKAVANAGH@MARGATEFL.COM

INSTRUCTIONS FOR PARTICIPATING IN THE MARGATE EMPLOYEE BENEFIT TRUST FUND VIRTUAL MEETING

WEDNESDAY, SEPTEMBER 9, 2020, AT 11:00 A.M.

THROUGH THE CITY'S WEBSITE:

Go to www.margatefl.com

Go to "Agendas & Minutes" > Find the respective meeting date and click "Agenda Summary" to view the agenda items and see the Zoom meeting website address

THROUGH COMCAST CHANNEL 78:

If you are a Comcast/Xfinity customer, please go to Channel 78 to view the meeting.

PRIOR to the start of the meeting, email Public Comments to JJKAVANAGH@MARGATEFL.COM (all public comments that are three (3) minutes or less will be read into the record.)

ALTERNATE OPTION FOR VIEWING AND PARTICIPATING IN THE MEETING:**THROUGH ZOOM TECHNOLOGY:**

Instructions for Attendees\Participants:

Topic: "Virtual Meeting - Margate Employee Benefit Trust Fund"

Enter the following link to join the webinar: <https://us02web.zoom.us/j/88643123494>

Telephone:

Dial (for higher quality, dial a number based on your current location):

312-626-6799 or 929-205-6099

Webinar ID: 886 4312 3494

To virtually raise hand and be acknowledged to speak:

1. Users who call in can dial *9 to raise their hand
2. If going through mobile (phone\tablet) app, to raise hand select "Participants", then see option to raise hand.
3. On the computer users should click "Participants" then see option to raise hand
4. Once you have been selected to speak, you will be prompted to unmute your device or stay muted.