

**CITY OF BRENTWOOD  
POLICE AND FIREFIGHTERS' PENSION FUND  
BOARD OF TRUSTEES MEETING MINUTES  
JANUARY 23, 2013**

Mayor Pat Kelly called the Pension Board meeting to order at 9:05 am and proceeded with attendance.

**Roll Call:**

Board Members Present: Mayor Kelly, Police Chief Disbennett, Police Officer Retzlaff, Firefighter Niemeyer

Absent were: Alderman Wynn, Fire Chief Jury, Treasurer Reynders

Others Present: City Clerk/Administrator Bola Akande, Deputy City Clerk Octavia Pittman, Assistant Fire Chief Kurten, Legal Advisor Larry Sewell, Armstrong Teasdale and Gina Jarvis Secretary.

**Consideration and Approval of Minutes**

**Pension Board Meeting Minutes July 13, 2012**

After noted correction by Niemeyer, Disbennett made a motion to accept the July 13, 2012 meeting minutes as amended. Motion seconded by Niemeyer. Unanimous vote in favor taken; **MOTION PASSED.**

**Review of "COLA Benefit" Effective January 1, 2013**

Jarvis announced that a 2% increase went into effect January 1, 2013 and distributed a list of those impacted. A discussion was held of missing members. It is believed that all are not subject to the increase; Jarvis will check the qualifications/requirements.

**Pension Fund Report – Preliminary as of December 31, 2012 – Gina Jarvis, Board Secretary**

Jarvis distributed the fund report and announced that transactions have been posted through December. A discussion was held of Sewell concerns that expenses seem low and he is unsure if everything is being captured. Members agreed that more identifying information is needed in the numbers.

**Unfinished Business**

**Pension Fund Investment Managers and Other Pension Investment Management Strategies**

Kelly updated that at the last meeting, it was decided to notify FAMCO that they were not meeting expectations of the plan. The process for doing so is first to send an alert letter that they are underperforming, next if no improvements to send a letter notifying them of the intent to accept proposals, then lastly to send a letter of notification to change managers. The letter requested at the previous meeting was drafted but never

sent because further clarity was needed. All agreed that it is prudent to still move forward. A discussion was held and Niemeyer made a motion to review the end of year statements with FAMCO and if still not meeting the goals of the plan to send out an alert letter. Motion seconded by Disbennett. Unanimous vote in favor taken; **MOTION PASSED.**

### **New Business**

#### **Formalize Process for Pension Board Member Training**

A discussion was held of the Auditor's recommendation that members obtain annual training as required. Although this was mandated in 2008/2009, there were no stipulations on how the training should be administered. Going forward, a training topic will be added to each agenda which will be presented by Larry Sewell; in hopes to meet the requirements.

Larry Sewell distributed supporting documents and conducted a review of the laws of retirement plans, ERISA, which was enacted in response to pension plan abuse prior to 1974. He explained Title 1 – rules that govern trustees, regulate transactions, reporting and disclosure; Title 2 – tax rule and tax benefits; Title 4 – defines benefit plans against failure. He added that government plans are exempt from ERISA; not subject to Title 1 but are subject to Title 2. He also provided an overview of Missouri Revised Statutes Chapter 105 with attention to sections 105.660-667; 105.675, 680, 683-684, 687-691. After questions, Sewell explained fiduciary rules; we must be prudent when making investment decisions and the portfolio must be diversified.

A discussion was held and Mayor Kelly suggested including on the website the pension plan ordinance, summary of benefits, actuarial report and audit annually for employee and public viewing.

After questions of funding and interest rates, all agreed to invite managers and actuaries to the next meeting for an update. The next meeting will be held 2/13/13 at 9am.

#### **Pension Board Education Seminar**

A brief discussion was held of possible area seminars; Administrator Akande will review. An announcement will also be made to the auditors that training will remain ongoing on the agenda.

An update was requested of the RFP for investment managers and Mayor Kelly replied that both Renders and Jarvis have been unavailable to move forward. Sewell advised that we need to be more discipline in the approach and monitoring of investments and cost; he is willing to help with providing a process. Niemeyer made a motion that Larry Sewell prepare a RFP to hire financial service advisors. Motion seconded by Retzlaff. Unanimous vote in favor taken; **MOTION PASSED.**

The suggestion was also made to contact area CPA firms for interest in taking part of the review process of RFPs.

### **ADJOURNMENT**

Ratzlaff made a motion to adjourn the meeting at 10:25pm. Motion seconded by Disbennett. Unanimous vote in favor taken; **MOTION PASSED.**

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Bola Akande, City Clerk/Administrator