

**Wilton Manors Fire Virtual Pension**  
**Board Meeting**  
**Minutes for March 2, 2021**

**Call to Order**

Chairman Rothe called the meeting to order at 4:44 pm

**Roll Call**

Archacki Present  
Kalis Arrived after roll call  
Keefe Present  
Ridout Not Present  
Chair Rothe Present

**Others Present**

Attorney Levinson, Attorney – Pennie Zuercher, Finance Director – Joan Wall, Bookkeeper  
Eric Leventhal, Auditor

**Additions/Deletions**

None

**Comments from the Public**

None

**Approval of Minutes**

Trustee Archacki made a motion to approve the December 1, 2020 (Virtual Pension Meeting) minutes, seconded by Trustee Keefe.

Approved Unanimously

**Receive & File**

Warrant #2020-017	
Judith A. Hoekstra--Administrative Services 12/1/2020	\$281.25
Warrant #2020-018	
KSDT Invoice #94297	\$500.00
Warrant #2021-001	
KSDT Invoice #94958	\$1,000.00
Warrant #2021-002	
Gabriel, Roeder, Smith & Co., Invoice #459857	\$4,781.00
Warrant #2021-003	
Joan L. Wall - Invoice 4-19-2020 – 12-19-2020	\$750.00
Klausner, Kaufman, Jensen & Levinson Invoice December 31, 2020	0
Klausner, Kaufman, Jensen & Levinson Invoice January 31, 2021	0

Trustee Archacki made a motion to ratify the disbursements listed under Receive & File, seconded by Trustee Keefe. Approved Unanimously

## **New Business**

KSDT – Presentation of Draft Financial Statements Year Ended September 30, 2020

Eric Levinthal attended the meeting virtually to present the draft financial statements.

- Independent Auditor's Report – Conducted the audit under & in accordance with auditing standards. It is unmodified clean opinion.
- Page 8 of report – Statement of Fiduciary Net Position as of September 30, 2020 – Total Net Position Restricted for Pensions increased \$1,838,977 (2020) - \$1,808,683 (2019) up \$30,294
- Page 9 – State Contributions up a little \$85,359 (2020) from \$83,904 (2019)  
Total Additions \$191,060 (2020) from \$177,492 (2019)  
There was an increase in Investments 2020 \$57,049 and 2019 \$42,405  
The 2020 deductions \$160,766 – Share Distributions \$29,366
- Administrative Expenses – (2020) \$37,537 - (2019) \$41,063 explanation is broken down on page 20 of the report. No red flags were raised on page 20 of the report.
- There were no matters of internal controls nor any deficiencies to report to the Board as well. At this time the plan is running efficiently and they do not have any further recommendations to the Board. Full cooperation from the service providers.
- Attorney Levinson asked if they received full cooperation from the service providers. Eric said they received full cooperation from all the service providers.
- No further comments.

There was a brief discussion about the Representation Letter and Eric said that the Chair would need to sign the letter. Attorney Levinson said that one motion could be made to approve the draft financial statement as presented noting that the GASB 67 will not affect the final financial statement and also to authorize the Chair to sign the Representation Letter.

Trustee Keefe made the motions to approve the draft financial statement with the GASB 67 being added and to approve the Chair to sign the Representation Letter, seconded by Trustee Archacki.

Approved Unanimously

## **Report from Pension Attorney**

January 8, 2021 Memo – E-Verify  
All Vendors need to be E-Verify.

February 2021 Memo – Best Practices for Locating Missing or Non responsive  
Participants and Beneficiaries

Attorney Levinson said if the Board has any questions on the memo's, feel free to contact him.

**Joan Wall, Bookkeeper**

None

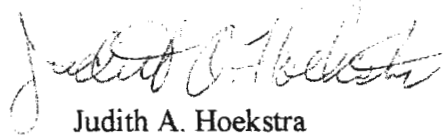
**Report from Board Members**

None

**Adjournment**

Trustee Kalis made the motion to adjourn the meeting, seconded by Trustee Archacki.

Respectfully Submitted,



Judith A. Hoekstra  
Recording Secretary

X Ru-7/16

The City of Wilton Manors' Firefighter's Pension Board Meeting will be conducting a "Hybrid" Pension Meeting in the City Commission Chambers with limited public access and utilizing communications media technology ("CMT") for additional public access, in accordance with City of Wilton Manors Ordinance No. 2020-11, and City of Wilton Manors Emergency Order 2021-01.

**AGENDA**  
**CITY OF WILTON MANORS FIREFIGHTER'S**  
**HYBRID PENSION BOARD MEETING**  
**Tuesday June 15, 2021 at 4:30 pm.**

1. **Call to Order**
2. **Roll Call**
3. **Additions/Deletions**
4. **Comments from the Public**  
Any member of the Public may speak on any issue for three (3) minutes
5. **Approval of Minutes Mar**  
March 2, 2021 (Virtual Pension Meeting)
6. **Receive & File**

Warrant #2021-004	
Judith A. Hoekstra--Administrative Services 3/2/2021	\$506.25
KSDT, CPA Invoice 97306- 2-28-2021	\$7,200.00
Warrant #2021-005	
Klausner, Kaufman, Jensen & Levinson March 31, 2021	\$425.00
Warrant \$2021-006	
Gabriel, Roeder, Smith & Co., Invoice #461757	\$3,240.00
Warrant 2021-007	
Professional Indemnity Insurance Renewal	\$1,500.00
Klausner, Kaufman, Jensen and Levinson May 31, 2021 Invoice	0
March 2, 2021 Representation Letter KSDT	
7. **New Business**  
Gabriel Roeder Smith -- presentation Actuarial Valuation
8. **Report from Pension Attorney**  
Discussion of proposed policy -- Statement of Policy Regarding Contractual Provisions for Investment Managers
9. **Joan Wall, Bookkeeper**
10. **Reports from Board Members**
11. **Adjournment**

## CMT Options for Viewing and Listening to the Meeting:

### Zoom Information:

Topic: Fire and Pension Board of Trustees Meetings

Time: This is a recurring meeting Meet anytime

Join Zoom Meeting

<https://wiltonmanors.zoom.us/j/91643534394?pwd=Vnq0WGdzNXIVcU9rdUdMMHNtallqdz09>

Meeting ID: 916 4353 4394

Passcode: 719791

One tap mobile

+13017158592,,91643534394# US (Washington DC)

+13126266799,,91643534394# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

877 853 5247 US Toll-free

888 788 0099 US Toll-free

833 548 0276 US Toll-free

833 548 0282 US Toll-free

Meeting ID: 916 4353 4394

Find your local number: \*\*

#### **\*The Public may participate in the meeting in several ways:**

1. Videoconference – the meeting will be hosted online using Zoom. The public may join the meeting online by selecting "join meeting" and entering the meeting number of **916 4353 4394** Passcode:719791

Attendees should visit Zoom and test their connections in advance of the meeting.

2. The public may also provide input in advance that will be entered into the record at the beginning of the meeting. Such input must be submitted in writing in advance of the meeting by email to [jhoekstra@wiltonmanors.com](mailto:jhoekstra@wiltonmanors.com). If you desire for your written comments to be read into the record during the meeting, please indicate so and limit them to 300 words. Written comments in excess of 300 words will be entered into the meeting record and distributed to the Board before the start of the meeting.

For questions regarding public comment or connecting to the electronic meeting contact Judith Hoekstra, Administrative Assistant, [jhoekstra@wiltonmanors.com](mailto:jhoekstra@wiltonmanors.com).

## NOTICE OF VIRTUAL MEETING

### WILTON MANORS VOLUNTEER FIREFIGHTER'S PENSION BOARD TUESDAY, MARCH 2, 2021 AT 4:30 P.M.

Notice is hereby given that the Wilton Manors General Employee & Police Pension Board will be conducting a virtual meeting utilizing communications media technology (“CMT”) in accordance with Governor Ron DeSantis’ Executive Order No. 20-69, dated March 20, 2020, as extended by Executive Order No. 20-112, dated May 4, 2020, and City of Wilton Manors Emergency Order 2020-05 dated April 24, 2020, related to conducting local government public meetings while under the health emergency related to the spread of Novel Coronavirus Disease 2019 (COVID-19). City Hall building is closed to the public.

PUBLIC ACCESS TO THIS VIRTUAL MEETING CAN BE ACCOMPLISHED AS FOLLOWS:

- Join Meeting by live stream Zoom Video Communications (instructions attached to this notice)

Any member of the public wishing to comment publicly on any matter may participate by:

- Submitting Public Comment via email: *PRIOR* to the start of the meeting, submit comments by email to [jhoekstra@wiltonmanors.com](mailto:jhoekstra@wiltonmanors.com). Please include your name and address in the email. All comments submitted by email comment length shall be, if read orally, three (3) minutes or less. Public Comment received prior to the start of the meeting will be read into the record by Recording Secretary Judith Hoekstra. All other comments submitted by email prior to the start of the meeting shall be made a part of the public record.

- Participating in Meeting: Log-in to Zoom via browser, app or phone. During Public Comment portion of the agenda use Raise Hand feature to be called on. Raise Hand feature can be activated by selecting the icon. If you are on app on phone, icon is on the bottom of your screen. If you are on a tablet, icon is on the top right of your screen. If you are on a PC or laptop,

icon is on the bottom of the screen. If you are calling in to the meeting, Dial \*9.

### **Through Zoom Technology**

#### **You are invited to a Zoom webinar.**

When: Mar 2, 2021 04:30 PM Eastern Time (US and Canada)

Topic: Firefighter's Pension Board of Trustees Meeting

Please click the link below to join the webinar:

<https://wiltonmanors.zoom.us/j/91272937207>

Or iPhone one-tap :

US: +19292056099,,91272937207# or +13017158592,,91272937207#

Or Telephone:

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

US: +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or 833 548 0282 (Toll Free) or 877 853 5247 (Toll Free) or 888 788 0099 (Toll Free) or 833 548 0276 (Toll Free)

**Webinar ID: 912 7293 7207**

International numbers available: <https://wiltonmanors.zoom.us/j/91272937207>

- POST: City Hall Bulletin