BOARD MEMBERS PRESENT:	Frazier, Hamby, Jordan, Ingram, Hunt
BOARD MEMBERS ABSENT:	Johnson, Clark
EX-OFFICIO MEMBERS PRESENT:	Perry
EX-OFFICIO MEMBERS ABSENT:	Lackey, Allison
OTHERS PRESENT:	Waithe, Grayson, Emerson

Chairman David Frazier called the meeting to order at 2:00 PM and served as the presiding officer.

OLD BUSINESS:

RFQ for Actuarial Fees

Board Member Matt Hamby stated an RFQ (Request for Qualifications) for Actuarial Services was drafted to obtain general information and price proposals from other firms for comparison purposes. The results of the RFQ would determine if an RFP (Request for Proposal) was needed. He provided a draft copy of the RFQ for review and stated they were ready to proceed with issuing the RFQ if there were no changes. Board Member Tommy Hunt commented on being in favor of obtaining other available options. Attorney Ed Emerson stated it was good practice to review available service and price options periodically.

There was a brief discussion regarding an estimation of benefits calculation service being offered. Mr. Hamby stated he would include this question as part of the RFQ.

Motion to move forward with the RFQ (Request for Qualification).

Motion made by Board Member Ingram
Motion seconded by Board Member Hunt
Votes favoring the motion: Frazier, Hamby, Jordan, Ingram, Hunt
Absent: Johnson, Clark

Upon inquiry, it was noted the RFQ was subject to the RFP process for open records requests.

JP Morgan SSPF Real Estate Fund Legal Review

Attorney Ed Emerson stated he had reviewed the SSPF (Special Situation Property Fund) information received from JP Morgan noting it was the same structure as the other JP Morgan real estate investment fund and was allowable under Georgia law. Chairman Frazier commented on the previous discussions to commit to a $2 million investment. He recommended authorizing Mr. Emerson to negotiate the contract and coordinate with the city attorney. Upon inquiry, it was confirmed the queue entry amount was waived.

Motion to authorize the Board's Attorney to negotiate a contract to invest in the JP Morgan SSPF (Special Situation Property Fund).

Motion made by Board Member Hamby
Motion seconded by Board Member Hunt
Votes favoring the motion: Frazier, Hamby, Jordan, Ingram, Hunt
Absent: Johnson, Clark

EXECUTIVE SESSION:

Chairman David Frazier requested an Executive Session to discuss personnel matters.

Motion to close the meeting to enter an Executive Session to discuss personnel matters at 2:21 PM.

Motion made by Board Member Hamby
Motion seconded by Board Member Hunt
Votes favoring the motion: Frazier, Hamby, Jordan, Ingram, Hunt

MEMBERS PRESENT:	Frazier, Hamby, Jordan, Ingram, Hunt
MEMBERS ABSENT:	Johnson, Clark
EX-OFFICIOS PRESENT:	Perry,
EX-OFFICIOS ABSENT:	Lackey, Allison
OTHERS PRESENT:	Waithe, Grayson, Emerson

Motion to close the Executive Session and to continue the meeting at 2:27 PM.

Motion made by Board Member Hunt
Motion seconded by Board Member Hamby
Votes favoring the motion: Frazier, Hamby, Jordan, Ingram, Hunt

REGULAR BUSINESS:

Executive Session Minutes: August 8, 2017 RPA Board Meeting

Motion to approve the Executive Session minutes.

Motion made by Board Member Jordan
Motion seconded by Board Member Hamby
Votes favoring the motion: Frazier, Hamby, Jordan, Ingram, Hunt
Absent: Johnson, Clark

Retirements
Retirement and Benefits Manager Delores Waithe reported there were two new retirees, one death and one survivor benefit since the last meeting. The report indicated the following:

Retiree Name		Type Benefit	Effective Date	Benefit Start Date	Spousal Option
1	Burce, Timothy	Normal	07/31/2017	080/1/2017	N
2	Lingerfelt, Keith	Early	08/04/2017	09/01/2017	N
3	Smallwood, Susan	Survivor	08/05/2017	09/01/2017	N/A
4	Smallwood, Samuel	Deceased	08/05/2017	N/A	Y

Motion to approve the benefits report as presented.

Motion made by Board Member Hamby

Motion seconded by Board Member Hunt
Votes favoring the motion: Frazier, Hamby, Jordan, Ingram, Hunt
Absent: Johnson, Clark

Disbursements
Retirement and Benefits Manager Delores Waithe reported there were seven disbursements totaling $90,646.43 made since the last meeting. The report indicated the following:

Employee Name		Department	Termination Date	Processed Distribution
1	Chapman, Terrell	Fire	07/12/2017	08/04/2017
2	Daniel, Cody	Public Works	07/07/2017	08/04/2017
3	White, John	Water Resources	07/29/2017	08/09/2017
4	Palmer, Terry	Public Works	08/25/2017	09/13/2017
5	Johns, Terrence	Police	06/23/2017	09/13/2017
6	Gonzalez, Edwin	Water Resources	06/01/2017	08/19/2017
7	Caraballo, Manuel	Police	08/04/2017	08/19/2017

Motion to approve the disbursements/refunds as presented.

Motion made by Board Member Hunt
Motion seconded by Board Member Hamby
Votes favoring the motion: Frazier, Hamby, Jordan, Ingram, Hunt
Absent: Johnson, Clark

Minutes: August 8, 2017 RPA Board Meeting

Motion to approve the minutes accepting edits as presented.

Motion made by Board Member Hamby
Motion seconded by Board Member Hunt
Votes favoring the motion: Frazier, Hamby, Jordan, Ingram, Hunt
Absent: Johnson, Clark

2017 Proposed Election Calendar
Board Member Denise Jordan provided information regarding the proposed election calendar to address the positions for Fire and Police Department representatives. It was noted the proposed number of hours to conduct the Advance Voting changed from three (3) hours to two (2) hours and the Election Day Voting from seven (7) hours to four (4) hours. This change was based on the turnout at prior elections.

Mrs. Jordan reviewed proposed changes to the election policy to include clarifications regarding qualified participants and provisional ballots as well as the addition of language to address campaigning.

There was some discussion about extending the term limits and the benefits that would come with it. Mrs. Jordan asked if there was interest in continuing the majority vote (person receiving 50% of the votes plus one) or changing to plurality vote (person who receives the most votes) noting this would be helpful in streamlining the election process. She shared some statistics from past elections. Chairman Frazier stated changes to the majority vote process would require a change to the Plan document. After further discussion, Mrs. Jordan agreed to conduct research on how other boards are structured to include term limits and requested assistance gathering information from GAPPT members and other defined benefit plans.

Assistance was requested for the upcoming election at polling locations.

Board Member Matt Hamby asked if the election would be affected by the Board's training policy, thus prompting a discussion about attendance, participation, and expectations of the board.

There was a suggestion that department directors sign the nomination forms in the future.

Motion to accept the amendments to the Election Policy as presented with no changes to the majority vote election process.

Motion made by Board Member Hunt
Motion seconded by Board Member Hamby
Votes favoring the motion: Frazier, Hamby, Jordan, Ingram, Hunt
Absent: Johnson, Clark

Motion to adopt the proposed 2017 election calendar as presented.

Motion made by Board Member Hamby
Motion seconded by Board Member Hunt
Votes favoring the motion: Frazier, Hamby, Jordan, Ingram, Hunt
Absent: Johnson, Clark

The following references the adopted election calendar:

TASK	PROPOSED
Eligible voters list	10/16/17
Post election schedule	10/18/17
First day for nominations	10/23/17
Last day for nominations	11/3/17
Letters identifying candidates	11/8/17
Prepare ballots	
Prepare sign in registers	
Absentee Voting Period	11/15/17 - 12/1/17
Advanced Voting (*TBD) 1:30 PM to 3:30 PM	11/29/17
Election Roosevelt Room 10:00 AM to 2:00 PM	12/1/17

Upon inquiry, Mrs. Jordan stated the advanced voting location had not been determined noting the Fire Station 1 Training Room was a convenient location.

Board Members Tommy Hunt and Matt Hamby volunteered to assist with researching options for the Board's composition.

Board Training Calendar Year 2018

Chairman David Frazier shared some information about attendance and the location for the GAPPT (Georgia Association of Public Pension Trustees) annual school and annual conference events. He felt they both were very beneficial but had some concerns about the costs to the Plan. He wanted to determine if the Board desired to establish guidelines for attendance in 2018 for the purpose of effectively focusing the training needs of the Board and controlling training costs. Several Board Members provided feedback.

It was noted the GAPPT Board of Directors were in the planning phase of reorganizing the conferences and trustee schools to provide greater value for both.

There was a suggestion to consider asking Directors if they would be willing to include funds in their budget for RPA Board Member training. After some discussion, it was determined the Board should establish a training budget at the beginning of the year and prioritize attendance. Board Member Tommy Hunt stated there was a need to define the term of certification to provide clarity and agreed to draft an amendment to the training policy.

2017 Goals Review

Chairman Frazier reviewed the status of the short-term goals to date. It was noted the goal to achieve at least Basic GAPPT certification for all Board Members would not be met. All other short-term goals had either been met or were on track to be met.

ADJOURNMENT: **3:18 PM**

/ag

David Frazier, Chairman

Denise O. Jordan, Secretary to the Board