



AGENDA

Gainesville Retirement Plan A Board Meeting
Tuesday, June 11, 2019, 10:00 AM
Administration Building, Board Room
300 Henry Ward Way, 3rd Floor
Chairman or Vice Chairman Presides

UPDATES:

- RFP for Custodial Services Tommy Hunt

OLD BUSINESS:

- FY2020 Goals Tommy Hunt

EXECUTIVE SESSION:

- Personnel Matters Karen Rojas

REGULAR BUSINESS:

- Option to Repay Contributions upon Reemployment Report Karen Rojas
- New Disbursements Report Karen Rojas
- Executive Session Minutes: May 14, 2019 Meeting Karen Rojas
- Minutes: May 14, 2019 Meeting Karen Rojas

ADJOURNMENT:

NEXT SCHEDULED MEETING
July 9, 2019, 10:00 AM

Final: Friday, June 7, 2019, 5:45 PM

CITY OF GAINESVILLE

AGENDA REQUEST

Date Submitted: 6/6/2019
Presenter: Tommy Hunt
Item of Business: RFP for Custodial Services
Meeting Date: 6/11/2019

Purpose of Request:

To provide an update on the RFP for Custodial Services.

History/Background:

RPA Board adopted the Professional Services Vendor Review Policy on February 13, 2018, which requires all contracts for vendors providing professional services to the Plan to be reviewed on a regular basis. Deadline to submit proposals was June 3, 2019.

Facts & Issues for Consideration:

Department Recommendation:

Department Director:

Tommy Hunt

If funding is involved, are funds approved within the current budget?

No

Amount Requested:

Source of Funds:

Finance Comments:

Administrative Comments:

ATTACHMENTS:

Description	Type
☐ Professional Services Vendor Review Policy	Backup Material

Professional Services Vendor Review

Purpose:

The purpose of this policy is to establish guidelines for review of contracts of vendors performing professional services for the Plan.

Additional Authority:

City of Gainesville Purchasing Ordinance and Manual

Scope:

Applies to Retirement Plan A Board

Responsible Party:

Retirement Plan A Chair

POLICY

I. Policy Statement

The Board will periodically review and evaluate vendors through a process involving Requests for Qualifications (RFQ) and Requests for Proposals (RFP) on a regular time table.

II. Procedure

- A. Contracts for vendors providing professional services to the Plan will be reviewed on a regular basis.
 - 1. Annually, at the Board's organizational meeting, all contracts will be reviewed for expiration during the current year.
 - 2. At a minimum, on the fifth anniversary year of any contract the Board will cause either an RFQ or an RFP to be issued for the purpose of evaluating the market for the particular service being performed.
 - 3. More frequent RFP's and RFQ's may be issued at the discretion of the Board.
- B. Upon receipt of responses to the RFP or RFQ, the Board will conduct an evaluation of the responses and determine if further action is desired.

1. The Board may conclude from the responses received that the services being performed by the current vendor are sufficient and competitive for the particular market. If so, the Board may cause the contract to be renewed with the current vendor.
2. The Board may determine that it would be in the best interest of the Plan to investigate the responses further.
 - a) Through a process established by the Board, the responses will be narrowed down to a list of no more than five vendors and interviews with these candidates will be conducted.
 - b) A vendor will be selected from the finalists.
 - c) A contract will be prepared and executed.

III. Desired Time Table for RFP/RFQ

The purpose of this time table is to estimate the time needed to complete the process. Variations may be established by the Board based on the needs of the Plan and terms of the respective contracts.

- A. January – Identify vendors
- B. February – Issue RFP/RFQ
- C. April – Evaluate RFP/RFQ responses
- D. May – Interview finalists
- E. May – Prepare contract
- F. June – Present contract to City Council
- G. July 1 – Contract goes into effect

IV. Vendor selection will be in compliance with the purchasing policies of the City.

Chairman, Board of Trustees
City of Gainesville Employees' Retirement System Plan A

Date

CITY OF GAINESVILLE

AGENDA REQUEST

Date Submitted: 6/6/2019
Presenter: Tommy Hunt
Item of Business: FY2020 Goals
Meeting Date: 6/11/2019

Purpose of Request:

To provide the Board the opportunity to establish goals for the upcoming Fiscal Year July 1, 2019 to June 30, 2020. All submitted proposed goals for FY 2020 will be reviewed by the RPA Board.

History/Background:

It has been a practice of the Board to establish goals annually since 2014. At the May 14, 2019 meeting, Chairman Hunt requested all Board Members submit their proposed goals to Retirement Manager Karen Rojas.

Facts & Issues for Consideration:

Goals that the Board wishes to accomplish, either in the coming year or of a more long-term nature if desired.

Department Recommendation:

Establish goals that the Board wishes to accomplish, either in the coming year or of a more long-term nature if desired.

Department Director:

Tommy Hunt

If funding is involved, are funds approved within the current budget?

Amount Requested: **Source of Funds:**

Finance Comments:

Administrative Comments:

ATTACHMENTS:

Description	Type
☐ Proposed FY 2020 Goals	Backup Material
☐ FY 2019 Goals	Backup Material
☐ Goals Template for May14, 2019 Board Meeting	Backup Material

Proposed FY 2020 RPA Goals

Tommy Hunt:

- One Year
 - Publish four (4) newsletters.
 - Conduct four (4) informational sessions with City departments.
 - Conduct one (1) informational session for retirees.
 - Achieve GAPPT Basic certification for New Board Members.
- II. Long Term (longer than 1 year)
 - Have actuarial analysis done for the feasibility of cost of living increase for retirees within five (5) years.
 - Prepare draft amendment to the Plan Document to address the inequity associated with the Early Retirement Penalty for Tier 2 Participants, within five (5) years.
 - Achieve Large Retirement Plan Status (GA Code Title 47) within seven (7) years.
 - Achieve 100% Plan funding within 25 years.

Margaret Johnson

- Evaluate/Adjust A2 plan penalties with input from Plan consultants.
- Evaluate/Adjust Retiree COLA with input from Plan consultants.
- Continued education of board members.
- Review of Plan Documents by Committee or other methods recommended by Board.
 - Adjusting Plan Documents to update for HB19.
 - Adjust Plan Documents to update position of Retirement Board Secretary.
 - Other review of Documents.

Denise Jordan

- Policy for addressing overpayments.
- Policy for handling class action litigation.
- Revisit training policy to edit if needed after execution of HB 196.

FY 2019 Goals

I. One Year

1. Publish four (4) newsletters.
2. Conduct four (4) informational sessions with City departments.
3. Conduct one (1) informational session for retirees.
4. Achieve Advanced GAPPT certification for two Board Members.
5. Have all Board Members with Advanced GAPPT Certification obtain necessary continuing education credits.
6. Evaluate Board Structure and implement any beneficial changes that are identified.
7. Ensure that Retirement Manager is effectively in place.
8. Incorporate Retirement Benefits, electronically, into Open Enrollment process and the Employee Portal.

II. Long Term (longer than 1 year)

1. Have actuarial analysis done for the feasibility of cost of living increase for retirees within five (5) years.
2. Prepare draft amendment to the Plan Document to address the inequity associated with the Early Retirement Penalty for Tier 2 Participants, within five (5) years.
3. Achieve Large Retirement Plan Status (GA Code Title 47) within seven (7) years.
4. Achieve 100% Plan funding within 25 years.

Agenda Item for May 14, 2019 Board Meeting

Goals for FY 7/01/2019 to 6/30/2020

Mission Statement (Adopted 8/13/14) – The mission of the Retirement Plan A Pension Board is to effectively manage and administer the Plan by promoting long term sustainability, Plan participant confidence, fund growth, an adequate funding level, and maintaining a relevant, up-to-date Plan Document.

- Goals – measurable tasks/milestones that we hope to accomplish, consistent with our mission.
 - Short Term Goals – One year
 - Long Term Goals – Over one year
- Resources you might find helpful to review prior to the meeting:
 - Plan Document – Particularly Article VIII
 - Investment Policy
 - Last Actuarial Report

CITY OF GAINESVILLE

AGENDA REQUEST

Date Submitted: 6/6/2019
Presenter: Karen Rojas
Item of Business: Personnel Matters
Meeting Date: 6/11/2019

Purpose of Request:

History/Background:

Facts & Issues for Consideration:

Department Recommendation:

Department Director:

Tommy Hunt

If funding is involved, are funds approved within the current budget?

No

Amount Requested:

Source of Funds:

Finance Comments:

Administrative Comments:

CITY OF GAINESVILLE

AGENDA REQUEST

Date Submitted: 6/7/2019
Presenter: Karen Rojas
Item of Business: Option to Repay Contributions upon Reemployment Report
Meeting Date: 6/11/2019

Purpose of Request:

To provide Board with Option to Repay Contributions upon Reemployment updates.

History/Background:

Facts & Issues for Consideration:

Department Recommendation:

No action needed by Board.

Department Director:

Tommy Hunt

If funding is involved, are funds approved within the current budget?

No

Amount Requested:

Source of Funds:

Finance Comments:

Administrative Comments:

ATTACHMENTS:

Description	Type
 June 11, 2019 Repayment of Contributions Report	Report

RETIREMENT PLAN A
OPTION TO REPAY RETIREMENT CONTRIBUTIONS REPORT
June 11, 2019 Meeting

EMPLOYEE NAME	REHIRE DATE	METHOD OF NOTIFICATION	RESPONSE DUE BY	ELIGIBLE EMPLOYMENT	PRINCIPAL CONTRIBUTION	INTEREST RATE	REPAYMENT DATE	REPAYMENT AMOUNT	PAID YES/NO
1 Morrow, Joe E.	08/13/2018	Letter	8/13/2019	06/25/07 - 12/16/14	\$44,373.85	8%			
2 Glenn, Andrew S.	09/24/2018	Letter	9/24/2019	07/07/14 - 09/07/17	\$15,725.04	8%			
3 Akemon, Aaron S.	05/06/2019	Letter	5/6/2020	02/27/17 - 03/11/18	\$6,816.51	8%			

CITY OF GAINESVILLE

AGENDA REQUEST

Date Submitted: 6/4/2019
Presenter: Karen Rojas
Item of Business: New Disbursements Report
Meeting Date: 6/11/2019

Purpose of Request:

To provide a report of all disbursements since the last RPA Board Meeting and to seek the Board's approval of the disbursements as presented.

History/Background:

Facts & Issues for Consideration:

Disbursements processed as of 05/31/2019.

Department Recommendation:

Department Director:

Tommy Hunt

If funding is involved, are funds approved within the current budget?

Amount Requested: **Source of Funds:**

Finance Comments:

Administrative Comments:

ATTACHMENTS:

Description	Type
 June 11, 2019 New Disbursements Report	Report

**RETIREMENT PLAN A
DISBURSEMENT REPORT
June 11, 2019**

EMPLOYEE NAME	DEPARTMENT	DATE OF HIRE	TERMINATION DATE	DISTRIBUTION INFORMATION				
				DATE PROCESSED	CONT AMT	VESTED	DEATH BENEFIT	LUMP SUM ROLLOVER LUMP SUM/ROLLOVER
1 Blount, Amanda K.	DWR	06/11/2018	5/3/2019	5/23/2019		No	No	Lump Sum
2								
3								
TOTAL					\$			

SPECIAL REPORTS

RETIREE BENEFICIARY	DEPARTMENT	EFFECTIVE DATE	BENEFIT INFORMATION				SERVICE	
			TYPE	Amount	START DATE	SPOUSAL OPTION	TOTAL	CREDITED

1
2
3

CITY OF GAINESVILLE

AGENDA REQUEST

Date Submitted: 5/6/2019
Presenter: Karen Rojas
Item of Business: Executive Session Minutes: May 14, 2019 Meeting
Meeting Date: 6/11/2019

Purpose of Request:

The purpose of this request is to allow the Board to approve the Executive Session minutes from the referenced meeting.

History/Background:

Facts & Issues for Consideration:

Minutes of each Executive Session shall be maintained by the Secretary in accordance with the Open Meetings Act.

Department Recommendation:

Approve the minutes with edits as presented.

Department Director:

Tommy Hunt

If funding is involved, are funds approved within the current budget?

Amount Requested: **Source of Funds:**

Finance Comments:

Administrative Comments:

CITY OF GAINESVILLE

AGENDA REQUEST

Date Submitted: 6/6/2019
Presenter: Karen Rojas
Item of Business: Minutes: May 14, 2019 Meeting
Meeting Date: 6/11/2019

Purpose of Request:

The purpose of this request is to allow the Board to adopt the minutes from the referenced meeting.

History/Background:

Facts & Issues for Consideration:

Draft minutes were distributed via email to the Board and Ex-Officio Members for comments/corrections.

Department Recommendation:

Adopt the minutes accepting edits as presented.

Department Director:

Tommy Hunt

If funding is involved, are funds approved within the current budget?

No

Amount Requested:

Source of Funds:

Finance Comments:

Administrative Comments:

ATTACHMENTS:

Description

Type