

Brockton Contributory Retirement Minutes for Wednesday, June 28, 2017 at 1:00 P.M.

**William R. Farmer**, Chairman  
**Matthew J. McLaughlin**, Appointed  
**MaryLynn Peters Chu**, Ex Officio

**Edward P. Mack**, Elected  
**William E. Parlow**, Elected

Board Counsel, Greg Galvin and Executive Director, Jeanne Martineau present

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Votes to be recorded as (Yes- No- Abstain)

Roll Call:

Chairman recognized any member of the public who wishes to be acknowledged.

**Minutes:**

- Motion by E. Mack, second by M. McLaughlin to approve the minutes of May 24, 2017

**So voted:** (5-0-0)

- Motion by E. Mack, second by M. McLaughlin to approve the Executive Session minutes of May 24, 2017 for Paul E. LaPeirre, not subject for public release due to medical information.

**So voted:** (5-0-0)

**Vendor and Payroll Warrant:**

- Motion by E. Mack, second by M. McLaughlin to approve and authorize the payment of bills listed on the warrant of June 30, 2017

**So voted:** (5-0-0)

- Motion by E. Mack, second by M. McLaughlin to approve and authorize the Contributory Pension Payroll for June 30, 2017

**So voted:** (5-0-0)

**Refunds**

Dawn M. Tippetts	School Dept.
LaRonda A. Campbell	School Dept.
Donna M. Abrams	School Dept.
Xiomara Tirado	School Dept.

- Motion by E. Mack, second by M. McLaughlin to approve the refunds as listed above

**So voted:** (5-0-0)

**Transfers Out**

N/A

**Retirement Applications:**

<u>Name</u>	<u>Dept.</u>	<u>Type</u>	<u>Date</u>
Jacquelyn M. DeGrace	School Dept.	Superannuation	06/22/17

Nancy M. Smith	School Dept.	Superannuation	06/22/17
Marcia J. Corson	School Dept.	Superannuation	06/22/17
Silvia S. Rodrigues	School Dept.	Superannuation	06/22/17
Sally A. Leonard	School Dept.	Superannuation	06/22/17
Jean F. Brady	School Dept.	Superannuation	06/22/17
Sandra A. Walsh	School Dept.	Superannuation	06/30/17
Joseph J. Diliddo	Parking Authority	Superannuation	07/21/17
Jeanne M. Smith	BHA	Superannuation	06/30/17
Patricia A. Spivey	Tax Collectors	Superannuation	09/08/17
Arthur P. Williams	School Dept.	Superannuation	06/30/17
Margaret M. Sullivan	School Dept.	Superannuation	06/22/17
Nancy M. Oriola	School Dept.	Superannuation	06/29/17
Winnifred Petkunas	Police Dept.	Superannuation	07/31/17
Bonnie J. Tucker	License Commission	Superannuation	07/21/17

- Motion by E. Mack, second by M. McLaughlin to accept the Retirement Applications as listed above

**So voted:** (5-0-0)

### **Education Opportunities**

n/a

### **May**

Vendor Check Series Used: #20238-20274

End Checks (Office Payroll) Series Used: #20211-20215

End Checks (Office Payroll) Series Used: #20216-20219

Retiree's Payroll Check Series Used: #20221-20237

Replacement Check Series Used #20220

Void/cancel Checks Used 125451

### **Disabilities:**

- Motion by E. Mack, second by M. McLaughlin to enter into Executive Session for purposes of discussing medical records

**Roll call vote:** MM (I), BP (I), EM (I), BF (I), MPC (I)

1:30

JUDY GODINO- Accidental Disability Application; Attorney Brenda J. McNally representing

- Motion by B. Parlow, second by E. Mack to exit Executive Session

Roll call vote: E.M. (I), B.P. (I), M.M. (I), B.F. (I), M.P.C. (I)

*(Open Session 1:55)*

B. Parlow asked the member if she had a pre-employment physical before being employed by the City and if she were receiving any income other than workers' compensation as a result of this injury; the member replied in the negative for both questions.

- Motion by B. Parlow, second by E. Mack to find sufficient medical evidence exists to forward the Accidental Disability Application to PERAC and to request that the Commission convene a regional medical panel.

**So voted:** (5-0-0)

MARY E. GUEST - Accidental or Ordinary Disability Application

Board took no action as the Employer's Statement was not received, and therefore the application was not in its entirety.

PATRICK M. KINCH - Review of Medical Panel Certificates

Three individual medical panel certificates were received and all three questions were answered in the affirmative

- Motion by B. Parlow, second by E. Mack to accept the findings of the medical panel, approve the ADR application and to forward the Disability Transmittal to PERAC.

**So voted:** (5-0-0)

#### **Visitors:**

n/a

#### **Financials**

Review Bank Reconciliation Statement

#### **IT**

Director to discuss PERAC's newest utility PROSPER. All compliance and Disability Forms will be submitted through this format. Discuss potential technology purchase for the Board.

At the MACRS meeting PERAC stated it would support the purchase of technology for the Board's employment of their interactive website, PROSPER. The Board discussed purchasing such equipment. Three members decided it would be beneficial for them to procure a tablet, while one needed a laptop with a larger screen for viewing and a keyboard. The Executive Director was instructed to make that purchase and format the equipment for the next meeting.

- Motion by B. Parlow, second by E. Mack to write a letter requesting that Board Counsel receive access to Brockton's PROSPER account so that he has electronic access to all Brockton's Disability information.

**So voted:** (5-0-0)

- Motion by M. McLaughlin, second by B. Parlow to log on to PROSPER at the end of each Board meeting, if the result of that meeting requires a digital signature on PROSPER.

**So voted:** (5-0-0)

Review and evaluate the sole RFP submission for Pension Software (separate exhibit)

Board reviewed and determined that PTG is a responsive and responsible bidder and scores Highly Advantageous on all criteria, and agreed the contract should be awarded to Pension Technology Group (PTG). Board Counsel had commentary on the contract and wanted to work with PTG before the Board signs the agreement. The Chair instructed the Executive Director, and Counsel to work with PTG to compose an executable contract.

Director to discuss the Board's desired exhibits on their website ie: Board member biographies, agenda and minutes, etc.

The Chair instructed the Board Members to compose a small bio and forward it to the Executive Director if they so choose. They also want their own BrocktonRetirement.com email addresses to be listed on the website. Executive Director will procure those through the IT provider.

**Other Business**

1. Director to discuss section c. 32, s. 90A, (Half Pay) last discussed January 26, 2015 but tabled

Board discussed the matter and instructed the Executive Director to begin an analysis of those who would be subject to this and the overall cost impact.

2. To Discuss Bilotta Superannuation to ADR conversion

Board discussed the situation as Ms. Bilotta's conversion from Superannuation to ADR has incurred a workers' compensation offset due to the Board. The retiree wishes to stay on Superannuation. Board instructed the Executive Director to invite Ms. Bilotta to the July meeting.

3. Board to review comprehensive set of Personnel Policies for the Brockton Contributory Retirement Office.

B. Farmer stated he would like to see the sick buyback removed. M. McLaughlin suggested new language regarding use of sick and vacation time. B. Parlow had many notes and stated that he would contact the Executive Director about this before the next meeting. The Chair instructed the Board Members to contact the Executive Director with suggested changes or edits before the next meeting.

**New Business**

Any business not reasonably anticipated by the Chair

n/a

**NON ACTION ITEMS**

**Notice of Deaths**

BETTY A. KELLY deceased 5/22/2017; No further payments shall be made in her name after the date of death

GAIL M. LANOUE deceased 5/22/2017; Option C Survivor, Richard L. Brolin

JANICE WALKER deceased 6/12/2017; No further payments shall be made in her name after the date of death

**Retirement Approvals**

<u>Name</u>	<u>Dept.</u>	<u>Type</u>	<u>Date</u>
Catherine A. Gorman	School Dept.	Superannuation	04/03/17
Kathleen J. Kijak	Retirement Office	Superannuation	05/31/17
Ester S. Monteiro	School Dept.	Superannuation	05/10/17
Erica V. Cayer	School Dept.	Accidental Disability	11/25/15
Dorothy M. Bilotta	School Dept.	Accidental Disability	04/26/16
Robert G. McGrann	Fire Dept.	Accidental Disability	05/03/17

**Appeals or Exams at the State Level**

n/a

**Other Business**

4. SEI Performance Report as of 5/31/17

2016 PERAC Investment Report *(prev. emailed to Bd 6/1/17)*

Recruitment Material and FY18 COLA *(prev. emailed to Bd 5/31/17)*

WCVB Pension news- Travel *(prev. emailed to Bd 5/26/17)*

**PERAC Memos**

18-2017 Tobacco Company List

5. 19-2017 PROSPER System Changes

20-2017 Application of New Public Record Law

*(Director emailed public records request guidelines to Bd 6/22/17)*

Next meeting: July 27, 2017

Motion by E. Mack, second by M. McLaughlin to adjourn the meeting

**So voted:**

*(3:15)*

Meeting adjourned:




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William R. Farmer, Chairman




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Edward P. Mack, Elected



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Matthew J. McLaughlin, Appointed



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William E. Parlow, Elected

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MaryLynn Peters Chu, Ex Officio