City Of Crestview

General Employees' Retirement Plan
Board of Trustees
Post Office Drawer 1209
Crestview, Florida 32536

Chairman
Jerry Maughon

Telephone No. (850) 682-6132
Fax No. (850) 682-7359

REGULAR MEETING
TUESDAY, JUNE 2, 2020
COUNCIL CHAMBERS
CITY HALL
198 N. WILSON STREET
1:00 P.M.

AGENDA

1. **CONVENE MEETING.**

2. **PUBLIC COMMENTS.**

3. **APPROVAL OF CONSENT AGENDA. (ATTACHED)**

4. **REVIEW QUARTERLY INVESTMENT REPORTS FOR THE PERIOD ENDING 03-31-2020.**

   A. RETIREMENT MONITOR
   B. INVESTMENT MANAGERS
   C. BOARD ATTORNEY

   NOTE: DUE TO SOCIAL DISTANCING THE RETIREMENT MONITOR AND BOARD ATTORNEY WILL NOT ATTEND THE MEETING BUT ARE AVAILABLE BY CONFERENCE CALL FOR QUESTIONS.

5. **BUSINESS FROM THE FLOOR.**

6. **ADJOURN.**

PLEASE NOTE:

IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE BOARD, WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING OR HEARING, HE WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE, HE MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT AND §286.26, FLORIDA STATUTES, PERSONS WITH DISABILITIES NEEDING SPECIAL ACCOMMODATION TO PARTICIPATE IN THIS PROCEEDING SHOULD CONTACT **KATHY L. AUSTIN** NO LATER THAN SEVEN DAYS PRIOR TO THE PROCEEDING AT TELEPHONE **(850) 682-6132 EXT. 103** FOR ASSISTANCE; IF HEARING IMPAIRED, TELEPHONE THE FLORIDA RELAY SERVICE NUMBERS, (800) 955-8771 (TDD) OR (800) 955-8700 (VOICE), FOR ASSISTANCE.

City Of Crestview
General Employees' Retirement Plan
Board of Trustees
Chairman
Jerry Maughon
Post Office Drawer 1209
Crestview, Florida 32536
Telephone No. (850) 682-6132
Fax No. (850) 682-7359

CONSENT AGENDA

JUNE 2, 2020
1:00 P.M.

1. Approval of Board Minutes for December 3, 2019, Regular Meeting.

2. Approval of Carr, Riggs & Ingram Monthly Financial Reports for November 2019.

3. Approval of Payments and Refunds. All Recurring Requests and Refunds. NONE

   A. Michael E. Fleming, Retired April 30, 2020.
   B. Norman A. Humphrey, Retired January 14, 2020
   C. Linda L. Rogers, Retired December 31, 2019
   D. Daniel J. Bowden, Retired December 31, 2019

GENERAL EMPLOYEE'S RETIREMENT BOARD
REGULAR MEETING
TUESDAY, MARCH 3, 2020
1:00 P.M.

MINUTES

1. CONVENE Meeting. Meeting called to order by Chairman Maughon at 1:05 p.m.

PRESENT
Jerry Maughon, Chairman
Chuck Powell, Secretary
Joseph Carr, Member

ABSENT
Gene Strickland, Vice Chairman
Gina Toussaint, Member

VISITORS/STAFF
Kathy L. Austin, Admin. Asst.
Board Attorney – Stuart Kaufman
Retirement Monitor – Tyler Grumbles, AndCo Consulting
Investment Manager(s) – NONE

2. PUBLIC COMMENTS.

No Public Comments.

3. APPROVAL OF CONSENT AGENDA.

The following Consent Agenda was presented for Board Approval:

CONSENT AGENDA
March 3, 2020
1:00 p.m.

1. Approval of Board Minutes for December 3, 2020, Regular Meeting.

2. Approval of Carr, Riggs & Ingram Monthly Financial Reports for August, September and October 2019.

3. Approval of Payments and Refunds. All Recurring Requests and Refunds. November and December 2019.

   A. Jerry D. Morgan, Retired January 31, 2020
   B. George Hillsman, DROP Plan February 1, 2020

Motion by Powell; seconded by Carr to approve Consent Agenda as submitted; Vote 3 ayes, 0 nays and 2 absent; motion carried.

4. REVIEW QUARTERLY INVESTMENT REPORTS FOR THE PERIOD ENDING 12/31/2019.

Tyler Grumbles, AndCo Consulting, discussed Report for the Quarter Ending December 31, 2019.

Board Attorney discussed Secure Act and IRS limits for 2020; HB 1113 / SB 1270 Fiduciary Standards for Local Officers and appointed public officials; changes to Florida's Notary Public Law to Permit Remote Online Notarizations.

5. BUSINESS FROM THE FLOOR.

No Business Conducted.

6. ADJOURN.

Motion to adjourn by Carr; seconded by Powell; Vote: 3 ayes, 0 nays and 2 absent; motion carried. Meeting adjourned at 1:30 p.m.

Jerry Maughon, Chairman

Chuck Powell, Secretary

The data reflected within these proceedings constitute an extrapolation of information elicited from notes, recording tapes, VCR tapes and observations. Comments reflected herein are sometimes paraphrased, condensed and have been edited to reflect essential subject matter covered during the meeting. Parties interested in receiving a verbatim account of the proceedings are responsible for coordinating with the General Employee's Retirement Board and providing their own representative and equipment to produce a verbatim account of the proceedings pursuant to Crestview Policy 91-1, Duplication of Public Records, Chapters 119 and 283, Florida Statutes and Attorney General opinions in force at time of enactment of Policy 91-1.

Chairman
Jerry Maughon

City of Crestview
General Employees' Retirement Plan

Telephone No. (850) 682-6132
Fax No. (850) 682-7359

PAYMENTS AND REFUNDS

NOVEMBER 2019

PAYEE	PURPOSE	AMOUNT	
Beebe, Patricia M.	Retirement	$	2,105.48
Bowman, Joyce H.	Retirement		635.77
Cawthon, Billy Mack	Retirement		937.59
Conner, Ellis H.	Retirement		1,166.28
Conrad, Phyllis P.	Retirement		977.61
Cook, Fred B.	Retirement		2,085.95
Cox, General R.	Retirement		817.39
Crosson, Brenda A.	Retirement		1,517.33
Daigle, William J.	Retirement		1,735.63
Dreaden, James A.	Retirement - Joint Annuitant Beneficiary		769.13
Fowler, Regina L.	Retirement		1,773.73
Gaillard, Teresa E.	Retirement		3,024.59
Gillihan, Travis L.	Retirement		1,373.08
Griffin, Sara Ann	Retirement		851.78
Griffith, Carolyn E.	Retirement		662.69
Hatoway, David L.	Retirement		1,763.53
Hoover, Elizabeth U.	Retirement		775.77
James, William M.	Retirement		1,261.81
Jenkins, Benjamin A.	Retirement		1,227.37
Johns, Marsha P.	Retirement		1,562.37
Lewis, Billie Jean	Retirement		1,510.43
Martin, Kenneth E.	Retirement		2,562.82
Mathis, Betty S.	Retirement		1,265.13
Mock, Anna R.	Retirement		977.07
Morgan, Louie Cornell	Retirement		3,431.80
Odor, Raymond Allen	Retirement		561.10
Pitts, Wayne D.	Retirement		1,039.05
Poirrier, Micki L.	Retirement		1,029.64
Randolph, Lia P.	Retirement		243.81
Simmons, Gregory	Retirement		1,106.18
Stokes, Rocky E.	Retirement		1,053.15
Sutton, Sharon L.	Retirement		618.33
Turner, Lurene	Retirement		760.25
Vance, Sylvester	Retirement		2,010.56
Westbrook, Sara L.	Retirement		791.16
Whitaker, Mary S.	Retirement		1,767.33
Wilkins, Mildred Louise	Retirement		796.41
Williams, Farrell L.	Retirement		1,217.24
Williams, Robert S.	Retirement		1,289.73
Williamson, Joyce C.	Retirement		1,337.84
Wing, Michael C.	Retirement		3,920.16
Yaun, Jesse V.	Retirement		702.17
Yaun, Jesse V.	Retirement - Joint Annuitant Beneficiary		1,011.92
Young, Janice F.	Retirement		1,423.46
Austin, Kathy L.	Secretary		475.00
Carr, Riggs & Ingram	Accounting		-
Regions	Custodian		662.92
Foster & Foster, Inc.	Actuarial Services		810.00
Dana Investment Advisors, Inc.	Quarterly Management Fees		3,822.78
	TOTAL	**$**	**65,222.23**

Employees Contributions	$	30,523.91
Employers Contributions		62,452.24
U.S. Real Estate Investment Fund, LLC - Distribution Dated 11-15-2019		12,559.40
TOTAL CONTRIBUTIONS	**$**	**105,535.55**

Chairman
Jerry Maughon

City of Crestview
General Employees' Retirement Plan

Telephone No. (850) 682-6132
Fax No. (850) 682-7359

PAYMENTS AND REFUNDS

DECEMBER 2019

PAYEE	PURPOSE	AMOUNT
Beebe, Patricia M.	Retirement	$ 2,105.48
Bowman, Joyce H.	Retirement	635.77
Cawthon, Billy Mack	Retirement	937.59
Conner, Ellis H.	Retirement	1,166.28
Conrad, Phyllis P.	Retirement	977.61
Cook, Fred B.	Retirement	2,085.95
Cox, General R.	Retirement	817.39
Crosson, Brenda A.	Retirement	1,517.33
Daigle, William J.	Retirement	1,735.63
Dreaden, James A.	Retirement - Joint Annuitant Beneficiary	769.13
Fowler, Regina L.	Retirement	1,773.73
Gaillard, Teresa E.	Retirement	3,024.59
Gillihan, Travis L.	Retirement	1,373.08
Griffin, Sara Ann	Retirement	851.78
Griffith, Carolyn E.	Retirement	662.69
Hatoway, David L.	Retirement	1,763.53
Hoover, Elizabeth U.	Retirement	775.77
James, William M.	Retirement	1,261.81
Jenkins, Benjamin A.	Retirement	1,227.37
Johns, Marsha P.	Retirement	1,562.37
Lewis, Billie Jean	Retirement	1,510.43
Martin, Kenneth E.	Retirement	2,562.82
Mathis, Betty S.	Retirement	1,265.13
Mock, Anna R.	Retirement	977.07
Morgan, Louie Cornell	Retirement	3,431.80
Odor, Raymond Allen	Retirement	561.10
Pitts, Wayne D.	Retirement	1,039.05
Poirrier, Micki L.	Retirement	1,029.64
Posey, Brenda	Retirement	874.67
Randolph, Lia P.	Retirement	243.81
Simmons, Gregory	Retirement	1,106.18
Stokes, Rocky E.	Retirement	1,053.15
Sutton, Sharon L.	Retirement	618.33
Turner, Lurene	Retirement	760.25
Vance, Sylvester	Retirement	2,010.56
Westbrook, Sara L.	Retirement	791.16
Whitaker, Mary S.	Retirement	1,767.33
Wilkins, Mildred Louise	Retirement	796.41
Williams, Farrell L.	Retirement	1,217.24
Williams, Robert S.	Retirement	1,289.73
Williamson, Joyce C.	Retirement	1,337.84
Wing, Michael C.	Retirement	3,920.16
Yaun, Jesse V.	Retirement	702.17
Yaun, Jesse V.	Retirement - Joint Annuitant Beneficiary	1,011.92
Young, Janice F.	Retirement	1,423.46
Austin, Kathy L.	Secretary	475.00
Carr, Riggs & Ingram	Accounting	880.00
Regions	Custodian	672.68
Brenda Posey	Lump Sum DROP Payment	22,312.67
Klausner, Kaufman, Jensen & Levinson	Board Attorney	268.95
AndCo	Retirement Monitor	5,250.00
Stephen R. Schoen	Retirement Refund	10,658.77
	TOTAL	**$ 100,844.36**

Employees Contributions		$ 24,410.97
Employers Contributions		49,945.64
	TOTAL CONTRIBUTIONS	**$ 74,356.61**

City of Crestview General Employees Pension Plan

FINANCIAL STATEMENTS

November 30, 2019 and 2018

CARR RIGGS & INGRAM
CPAs and Advisors
CRIcpa.com

City of Crestview General Employees' Retirement Plan
Statements of Fiduciary Net Position

	Unaudited Nov 30, 2019	Unaudited Nov 30, 2018	Unaudited Sept 30, 2019
Assets			
Contributions receivable	$ -	$ -	$ -
Investments			
Common funds	19,010,489	16,828,631	18,360,744
Cash and cash equivalents	208,794	258,671	189,666
U.S. real estate investment fund	1,907,350	1,835,376	1,907,350
Total investments	21,126,633	18,922,678	20,457,760
Total assets	$ 21,126,633	$ 18,922,678	$ 20,457,760
Liabilities			
Accounts payable	$ 4,395	$ -	$ 4,396
Deferred revenue - City contribution	41,799	77,487	41,799
Drop plan benefits payable	1,344,770	891,371	1,276,901
Total liabilities	1,390,963	968,858	1,323,096
Net position restricted for pension benefits	$ 19,735,668	$ 17,953,820	$ 19,134,664

No assurance is provided on these financial statements.
The financial statements omit substantially all of the disclosures ordinarily included on the financial statements prepared on the tax basis of accounting.

City of Crestview General Employees' Retirement Plan
Statements of Changes in Fiduciary Net Position

	Unaudited Month ended Nov 30, 2019	Unaudited Year to date Nov 30, 2019	Unaudited Year to date Nov 30, 2018	Uaudited Year ended Sep. 30, 2019
Additions				
Contributions				
Contributions - City	$ 62,452	$ 111,348	$ 78,005	$ 454,914
Contributions - Employee	30,524	54,405	52,546	298,680
Total contributions	92,976	165,753	130,551	753,594
Investment income				
Net appreciation(depreciation) in fair value of investments	353,964	636,306	(743,685)	404,691
Dividend income	18,553	38,905	42,406	427,132
Other income	183	183	42	122
Gain(Loss) on sale of investments	-	13,195	(40,553)	72,595
Gain on sale of REIT investments	-	-	17,302	67,470
Total investment income(loss)	372,700	688,590	(724,488)	972,010
Less investment expenses	4,486	5,135	8,844	37,473
Net investment income(loss)	368,214	683,455	(733,332)	934,537
Total additions(subtractions)	461,190	849,208	(602,781)	1,688,131
Deductions				
Benefits paid	59,452	138,051	104,091	720,757
Participant refunds	-	24,864	12,193	51,278
Interest on refunds	-	9,868	578	5,365
Drop plan payments	33,970	67,869	53,909	462,995
Professional fees	-	-	-	21,000
Accounting fees	-	440	-	12,320
Legal fees	-	133	383	12,696
Actuarial services	810	810	260	22,399
Insurance	-	5,219	4,988	4,988
Secretarial	475	950	950	5,700
Other	-	-	-	-
Total deductions	94,707	248,203	177,352	1,319,498
Net increase(decrease)	366,483	601,004	(780,133)	368,633
Plan net position				
Beginning balance	19,369,185	19,134,664	18,733,953	18,766,031
Ending balance	$19,735,668	$ 19,735,668	$17,953,820	$19,134,664

No assurance is provided on these financial statements.
The financial statements omit substantially all of the disclosures ordinarily included on the financial statements prepared on the tax basis of accounting.

KLAUSNER KAUFMAN JENSEN & LEVINSON

MEMORANDUM

TO: Board of Trustees

FROM: Klausner Kaufman Jensen & Levinson
Fund Legal Counsel

DATE: April, 2020

RE: ANNUAL FORM 1 FILING

Attached is Commission on Ethics (CE) Form 1 "Statement of Financial Interests" which must be filed by Trustees with the Supervisor of Elections for the county in which you reside, prior to **July 1, 2020**. The instructions for filing and completing the form are also attached. Please be sure to review them again as the Form was updated last year.

Remember:

- If you are entitled to confidentiality in your address as provided by Florida Statutes 119.071, you may request the Commission on Ethics to maintain that confidentiality in writing. In the past, some trustees have used their work address or a post office box instead.
- Under the law, your CPA or personal attorney can complete this Form 1 for you.

You may complete the form online using your keyboard to fill in the information, tabbing from one section to the next. However, you must print the completed form (just pages 1 and 2), sign and date it, then send it by mail or email to the **Supervisor of Elections for the county in which you reside**. There is no current system available to file online.

It is important that you timely file this form because the penalty for failure to timely file is $25.00 per day, to a maximum of $1,500.00. I suggest that you file this form by certified mail, return receipt requested, and keep a photo copy of the form for your files. Several Trustees have had to show proof of filing in the past, so it is my practice to always get a receipt for such documents.

If you have any questions or if we may be of any assistance to you at all, please do not hesitate to contact our office.

E-Copy: Administrator

00151932.WPD;1

FORM 1 — STATEMENT OF FINANCIAL INTERESTS — 2019

Please print or type your name, mailing address, agency name, and position below:

FOR OFFICE USE ONLY:

LAST NAME -- FIRST NAME -- MIDDLE NAME :

MAILING ADDRESS :

CITY : ZIP : COUNTY :

NAME OF AGENCY :

NAME OF OFFICE OR POSITION HELD OR SOUGHT :

CHECK ONLY IF ☐ CANDIDATE OR ☐ NEW EMPLOYEE OR APPOINTEE

**** THIS SECTION MUST BE COMPLETED ****

DISCLOSURE PERIOD:

THIS STATEMENT REFLECTS YOUR FINANCIAL INTERESTS FOR CALENDAR YEAR ENDING DECEMBER 31, 2019.

MANNER OF CALCULATING REPORTABLE INTERESTS:

FILERS HAVE THE OPTION OF USING REPORTING THRESHOLDS THAT ARE ABSOLUTE DOLLAR VALUES, WHICH REQUIRES FEWER CALCULATIONS, OR USING COMPARATIVE THRESHOLDS, WHICH ARE USUALLY BASED ON PERCENTAGE VALUES (see instructions for further details). CHECK THE ONE YOU ARE USING **(must check one)**:

☐ **COMPARATIVE (PERCENTAGE) THRESHOLDS** OR ☐ **DOLLAR VALUE THRESHOLDS**

PART A -- PRIMARY SOURCES OF INCOME [Major sources of income to the reporting person - See instructions]
(If you have nothing to report, write "none" or "n/a")

NAME OF SOURCE OF INCOME	SOURCE'S ADDRESS	DESCRIPTION OF THE SOURCE'S PRINCIPAL BUSINESS ACTIVITY

PART B -- SECONDARY SOURCES OF INCOME
[Major customers, clients, and other sources of income to businesses owned by the reporting person - See instructions]
(If you have nothing to report, write "none" or "n/a")

NAME OF BUSINESS ENTITY	NAME OF MAJOR SOURCES OF BUSINESS' INCOME	ADDRESS OF SOURCE	PRINCIPAL BUSINESS ACTIVITY OF SOURCE

PART C -- REAL PROPERTY [Land, buildings owned by the reporting person - See instructions]
(If you have nothing to report, write "none" or "n/a")

You are not limited to the space on the lines on this form. Attach additional sheets, if necessary.

FILING INSTRUCTIONS for when and where to file this form are located at the bottom of page 2.

INSTRUCTIONS on who must file this form and how to fill it out begin on page 3.

(Continued on reverse side)

PART D — INTANGIBLE PERSONAL PROPERTY [Stocks, bonds, certificates of deposit, etc. - See instructions]
(If you have nothing to report, write "none" or "n/a")

TYPE OF INTANGIBLE	BUSINESS ENTITY TO WHICH THE PROPERTY RELATES

PART E — LIABILITIES [Major debts - See instructions]
(If you have nothing to report, write "none" or "n/a")

NAME OF CREDITOR	ADDRESS OF CREDITOR

PART F — INTERESTS IN SPECIFIED BUSINESSES [Ownership or positions in certain types of businesses - See instructions]
(If you have nothing to report, write "none" or "n/a")

	BUSINESS ENTITY # 1	BUSINESS ENTITY # 2
NAME OF BUSINESS ENTITY		
ADDRESS OF BUSINESS ENTITY		
PRINCIPAL BUSINESS ACTIVITY		
POSITION HELD WITH ENTITY		
I OWN MORE THAN A 5% INTEREST IN THE BUSINESS		
NATURE OF MY OWNERSHIP INTEREST		

PART G — TRAINING
For **elected municipal officers** required to complete annual ethics training pursuant to section 112.3142, F.S.

❑ **I CERTIFY THAT I HAVE COMPLETED THE REQUIRED TRAINING.**

IF ANY OF PARTS A THROUGH G ARE CONTINUED ON A SEPARATE SHEET, PLEASE CHECK HERE ❑

SIGNATURE OF FILER:

Signature:

____

Date Signed:

____

CPA or ATTORNEY SIGNATURE ONLY

If a certified public accountant licensed under Chapter 473, or attorney in good standing with the Florida Bar prepared this form for you, he or she must complete the following statement:

I, ______________________________, prepared the CE Form 1 in accordance with Section 112.3145, Florida Statutes, and the instructions to the form. Upon my reasonable knowledge and belief, the disclosure herein is true and correct.

CPA/Attorney Signature: ______________________________

Date Signed: ______________________________

FILING INSTRUCTIONS:

If you were mailed the form by the Commission on Ethics or a County Supervisor of Elections for your annual disclosure filing, return the form to that location. To determine what category your position falls under, see page 3 of instructions.

Local officers/employees file with the Supervisor of Elections of the county in which they permanently reside. (If you do not permanently reside in Florida, file with the Supervisor of the county where your agency has its headquarters.) Form 1 filers who file with the Supervisor of Elections may file by mail or email. Contact your Supervisor of Elections for the mailing address or email address to use. Do not email your form to the Commission on Ethics, it will be returned.

State officers **or** ***specified state employees*** who file with the Commission on Ethics may file by mail or email. To file by mail, send the completed form to P.O. Drawer 15709, Tallahassee, FL 32317-5709; physical address: 325 John Knox Rd, Bldg E, Ste 200, Tallahassee, FL 32303. To file with the Commission by email, scan your completed form and any attachments as a pdf (do not use any other format), send it to CEForm1@leg.state.fl.us and retain a copy for your records. Do not file by both mail and email. Choose only one filing method. Form 6s will not be accepted via email.

Candidates file this form together with their filing papers.

MULTIPLE FILING UNNECESSARY: A candidate who files a Form 1 with a qualifying officer is not required to file with the Commission or Supervisor of Elections.

WHEN TO FILE: ***Initially***, each local officer/employee, state officer, and specified state employee must file ***within 30 days*** of the date of his or her appointment or of the beginning of employment. Appointees who must be confirmed by the Senate must file prior to confirmation, even if that is less than 30 days from the date of their appointment.

Candidates must file at the same time they file their qualifying papers.

Thereafter, file by July 1 following each calendar year in which they hold their positions.

Finally, file a final disclosure form (Form 1F) within 60 days of leaving office or employment. Filing a CE Form 1F (Final Statement of Financial Interests) does not relieve the filer of filing a CE Form 1 if the filer was in his or her position on December 31, 2019.

NOTICE

Annual Statements of Financial Interests are due July 1. If the annual form is not filed or postmarked by September 1, an automatic fine of $25 for each day late will be imposed, up to a maximum penalty of $1,500. Failure to file also can result in removal from public office or employment. [s. 112.3145, F.S.]

In addition, failure to make any required disclosure constitutes grounds for and may be punished by one or more of the following: disqualification from being on the ballot, impeachment, removal or suspension from office or employment, demotion, reduction in salary, reprimand, or a civil penalty not exceeding $10,000. [s. 112.317, F.S.]

WHO MUST FILE FORM 1:

1) Elected public officials not serving in a political subdivision of the state and any person appointed to fill a vacancy in such office, unless required to file full disclosure on Form 6.

2) Appointed members of each board, commission, authority, or council having statewide jurisdiction, excluding members of solely advisory bodies, but including judicial nominating commission members; Directors of Enterprise Florida, Scripps Florida Funding Corporation, and Career Source Florida; and members of the Council on the Social Status of Black Men and Boys; the Executive Director, Governors, and senior managers of Citizens Property Insurance Corporation; Governors and senior managers of Florida Workers' Compensation Joint Underwriting Association; board members of the Northeast Fla. Regional Transportation Commission; board members of Triumph Gulf Coast, Inc; board members of Florida Is For Veterans, Inc.; and members of the Technology Advisory Council within the Agency for State Technology.

3) The Commissioner of Education, members of the State Board of Education, the Board of Governors, the local Boards of Trustees and Presidents of state universities, and the Florida Prepaid College Board.

4) Persons elected to office in any political subdivision (such as municipalities, counties, and special districts) and any person appointed to fill a vacancy in such office, unless required to file Form 6.

5) Appointed members of the following boards, councils, commissions, authorities, or other bodies of county, municipality, school district, independent special district, or other political subdivision: the governing body of the subdivision; community college or junior college district boards of trustees; boards having the power to enforce local code provisions; boards of adjustment; community redevelopment agencies; planning or zoning boards having the power to recommend, create, or modify land planning or zoning within a political subdivision, except for citizen advisory committees, technical coordinating committees, and similar groups who only have the power to make recommendations to planning or zoning boards, and except for representatives of a military installation acting on behalf of all military installations within that jurisdiction; pension or retirement boards empowered to invest pension or retirement funds or determine entitlement to or amount of pensions or other retirement benefits, and the Pinellas County Construction Licensing Board.

6) Any appointed member of a local government board who is required to file a statement of financial interests by the appointing authority or the enabling legislation, ordinance, or resolution creating the board.

7) Persons holding any of these positions in local government: mayor; county or city manager; chief administrative employee or finance director of a county, municipality, or other political subdivision; county or municipal attorney; chief county or municipal building inspector; county or municipal water resources coordinator; county or municipal pollution control director; county or municipal environmental control director; county or municipal administrator with power to grant or deny a land development permit; chief of police; fire chief; municipal clerk; appointed district school superintendent; community college president; district medical examiner; purchasing agent (regardless of title) having the authority to make any purchase exceeding $35,000 for the local governmental unit.

8) Officers and employees of entities serving as chief administrative officer of a political subdivision.

9) Members of governing boards of charter schools operated by a city or other public entity.

10) Employees in the office of the Governor or of a Cabinet member who are exempt from the Career Service System, excluding secretarial, clerical, and similar positions.

11) The following positions in each state department, commission, board, or council: Secretary, Assistant or Deputy Secretary, Executive Director, Assistant or Deputy Executive Director, and anyone having the power normally conferred upon such persons, regardless of title.

12) The following positions in each state department or division: Director, Assistant or Deputy Director, Bureau Chief, and any person having the power normally conferred upon such persons, regardless of title.

13) Assistant State Attorneys, Assistant Public Defenders, criminal conflict and civil regional counsel, and assistant criminal conflict and civil regional counsel, Public Counsel, full-time state employees serving as counsel or assistant counsel to a state agency, administrative law judges, and hearing officers.

14) The Superintendent or Director of a state mental health institute established for training and research in the mental health field, or any major state institution or facility established for corrections, training, treatment, or rehabilitation.

15) State agency Business Managers, Finance and Accounting Directors, Personnel Officers, Grant Coordinators, and purchasing agents (regardless of title) with power to make a purchase exceeding $35,000.

16) The following positions in legislative branch agencies: each employee (other than those employed in maintenance, clerical, secretarial, or similar positions and legislative assistants exempted by the presiding officer of their house); and each employee of the Commission on Ethics.

INSTRUCTIONS FOR COMPLETING FORM 1:

INTRODUCTORY INFORMATION (Top of Form): If your name, mailing address, public agency, and position are already printed on the form, you do not need to provide this information unless it should be changed. To change any of this information, write the correct information on the form, and contact your agency's financial disclosure coordinator. You can find your coordinator on the Commission on Ethics website: www.ethics.state.fl.us.

NAME OF AGENCY: The name of the governmental unit which you serve or served, by which you are or were employed, or for which you are a candidate.

DISCLOSURE PERIOD: The "disclosure period" for your report is the calendar year ending December 31, 2019.

OFFICE OR POSITION HELD OR SOUGHT: The title of the office or position you hold, are seeking, or held during the disclosure period even if you have since left that position. If you are a candidate for office or are a new employee or appointee, check the appropriate box.

PUBLIC RECORD: The disclosure form and everything attached to it is a public record. Your Social Security Number is not required and you should redact it from any documents you file. If you are an active or former officer or employee listed in Section 119.071, F.S., whose home address is exempt from disclosure, the Commission will maintain that confidentiality if you submit a written request.

MANNER OF CALCULATING REPORTABLE INTEREST

Filers have the option of reporting based on either thresholds that are comparative (usually, based on percentage values) or thresholds that are based on absolute dollar values. The instructions on the following pages specifically describe the different thresholds. Check the box that reflects the choice you have made. You must use the type of threshold you have chosen for each part of the form. In other words, if you choose to report based on absolute dollar value thresholds, you cannot use a percentage threshold on any part of the form.

IF YOU HAVE CHOSEN DOLLAR VALUE THRESHOLDS THE FOLLOWING INSTRUCTIONS APPLY

PART A — PRIMARY SOURCES OF INCOME

[Required by s. 112.3145(3)(b)1, F.S.]

Part A is intended to require the disclosure of your principal sources of income during the disclosure period. You do not have to disclose any public salary or public position(s). The income of your spouse need not be disclosed; however, if there is joint income to you and your spouse from property you own jointly (such as interest or dividends from a bank account or stocks), you should disclose the source of that income if it exceeded the threshold.

Please list in this part of the form the name, address, and principal business activity of each source of your income which exceeded $2,500 of gross income received by you in your own name or by any other person for your use or benefit.

"Gross income" means the same as it does for income tax purposes, even if the income is not actually taxable, such as interest on tax-free bonds. Examples include: compensation for services, income from business, gains from property dealings, interest, rents, dividends, pensions, IRA distributions, social security, distributive share of partnership gross income, and alimony, but not child support.

Examples:

— If you were employed by a company that manufactures computers and received more than $2,500, list the name of the company, its address, and its principal business activity (computer manufacturing).

— If you were a partner in a law firm and your distributive share of partnership gross income exceeded $2,500, list the name of the firm, its address, and its principal business activity (practice of law).

— If you were the sole proprietor of a retail gift business and your gross income from the business exceeded $2,500, list the name of the business, its address, and its principal business activity (retail gift sales).

— If you received income from investments in stocks and bonds, list each individual company from which you derived more than $2,500. Do not aggregate all of your investment income.

— If more than $2,500 of your gross income was gain from the sale of property (not just the selling price), list as a source of income the purchaser's name, address and principal business activity. If the purchaser's identity is unknown, such as where securities listed on an exchange are sold through a brokerage firm, the source of income should be listed as "sale of (name of company) stock," for example.

— If more than $2,500 of your gross income was in the form of interest from one particular financial institution (aggregating interest from all CD's, accounts, etc., at that institution), list the name of the institution, its address, and its principal business activity.

PART B — SECONDARY SOURCES OF INCOME

[Required by s. 112.3145(3)(b)2, F.S.]

This part is intended to require the disclosure of major customers, clients, and other sources of income to businesses in which you own an interest. It is not for reporting income from second jobs. That kind of income should be reported in Part A "Primary Sources of Income," if it meets the reporting threshold. You will not have anything to report unless, during the disclosure period:

(1) You owned (either directly or indirectly in the form of an equitable or beneficial interest) more than 5% of the total assets or capital stock of a business entity (a corporation, partnership, LLC, limited partnership, proprietorship, joint venture, trust, firm, etc., doing business in Florida); ***and,***

(2) You received more than $5,000 of your gross income during the disclosure period from that business entity.

If your interests and gross income exceeded these thresholds, then for that business entity you must list every source of income to the business entity which exceeded 10% of the business entity's gross income (computed on the basis of the business entity's most recently completed fiscal year), the source's address, and the source's principal business activity.

Examples:

— You are the sole proprietor of a dry cleaning business, from which you received more than $5,000. If only one customer, a uniform rental company, provided more than 10% of your dry cleaning business, you must list the name of the uniform rental company, its address, and its principal business activity (uniform rentals).

— You are a 20% partner in a partnership that owns a shopping mall and your partnership income exceeded the above thresholds. List each tenant of the mall that provided more than 10% of the partnership's gross income and the tenant's address and principal business activity.

PART C — REAL PROPERTY

[Required by s. 112.3145(3)(b)3, F.S.]

In this part, list the location or description of all real property in Florida in which you owned directly or indirectly at any time during the disclosure period in excess of 5% of the property's value. You are not required to list your residences. You should list any vacation homes if you derive income from them.

Indirect ownership includes situations where you are a beneficiary of a trust that owns the property, as well as situations where you own more than 5% of a partnership or corporation that owns the property. The value of the property may be determined by the most recently assessed value for tax purposes, in the absence of a more current appraisal.

The location or description of the property should be sufficient to enable anyone who looks at the form to identify the property. A street address should be used, if one exists.

PART D — INTANGIBLE PERSONAL PROPERTY

[Required by s. 112.3145(3)(b)3, F.S.]

Describe any intangible personal property that, at any time during the disclosure period, was worth more than $10,000 and state the business entity to which the property related. Intangible personal property includes things such as cash on hand, stocks, bonds, certificates of deposit, vehicle leases, interests in businesses, beneficial interests in trusts, money owed you, Deferred Retirement Option Program (DROP) accounts, the Florida Prepaid College Plan, and bank accounts. Intangible personal property also includes investment products held in IRAs, brokerage accounts, and the Florida College Investment Plan. Note that the product *contained in* a brokerage account, IRA, or the Florida College Investment Plan is your asset—not the account or plan itself. Things like automobiles and houses you own, jewelry, and paintings are not intangible property. Intangibles relating to the same business entity may be aggregated; for example, CDs and savings accounts with the same bank. Property owned as tenants by the entirety or as joint tenants with right of survivorship should be valued at 100%. The value of a leased vehicle is the vehicle's present value minus the lease residual (a number found on the lease document).

PART E — LIABILITIES

[Required by s. 112.3145(3)(b)4, F.S.]

List the name and address of each creditor to whom you owed more than $10,000 at any time during the disclosure period. The amount of the liability of a vehicle lease is the sum of any past-due payments and all unpaid prospective lease payments. You are not required to list the amount of any debt. You do not have to disclose credit card and retail installment accounts, taxes owed (unless reduced to a judgment), indebtedness on a life insurance policy owed to the company of issuance, or contingent liabilities. A "contingent liability" is one that will become an actual liability only when one or more future events occur or fail to occur, such as where you are liable only as a guarantor, surety, or endorser on a promissory note. If you are a "co-maker" and are jointly liable or jointly and severally liable, then it is not a contingent liability.

PART F — INTERESTS IN SPECIFIED BUSINESSES

[Required by s. 112.3145(6), F.S.]

The types of businesses covered in this disclosure include: state and federally chartered banks; state and federal savings and loan associations; cemetery companies; insurance companies; mortgage companies; credit unions; small loan companies; alcoholic beverage licensees; pari-mutuel wagering companies, utility companies, entities controlled by the Public Service Commission; and entities granted a franchise to operate by either a city or a county government.

Disclose in this part the fact that you owned during the disclosure period an interest in, or held any of certain positions with the types of businesses listed above. You must make this disclosure if you own or owned (either directly or indirectly in the form of an equitable or beneficial interest) at any time during the disclosure period more than 5% of the total assets or capital stock of one of the types of business entities listed above. You also must complete this part of the form for each of these types of businesses for which you are, or were at any time during the disclosure period, an officer, director, partner, proprietor, or agent (other than a resident agent solely for service of process).

If you have or held such a position or ownership interest in one of these types of businesses, list the name of the business, its address and principal business activity, and the position held with the business (if any). If you own(ed) more than a 5% interest in the business, indicate that fact and describe the nature of your interest.

PART G — TRAINING CERTIFICATION

[Required by s. 112.3142, F.S.]

If you are a Constitutional or elected municipal officer whose service began before March 31 of the year for which you are filing, you are required to complete four hours of ethics training which addresses Article II, Section 8 of the Florida Constitution, the Code of Ethics for Public Officers and Employees, and the public records and open meetings laws of the state. You are required to certify on this form that you have taken such training.

(End of Dollar Value Thresholds Instructions.)

IF YOU HAVE CHOSEN COMPARATIVE (PERCENTAGE) THRESHOLDS THE FOLLOWING INSTRUCTIONS APPLY

PART A — PRIMARY SOURCES OF INCOME

[Required by s. 112.3145(3)(a)1, F.S.]

Part A is intended to require the disclosure of your principal sources of income during the disclosure period. <u>You do not have to disclose any public salary or public position(s), but income from these public sources should be included when calculating your gross income for the disclosure period.</u> The income of your spouse need not be disclosed; however, if there is joint income to you and your spouse from property you own jointly (such as interest or dividends from a bank account or stocks), you should include all of that income when calculating your gross income and disclose the source of that income if it exceeded the threshold.

Please list in this part of the form the name, address, and principal business activity of each source of your income which exceeded 5% of the gross income received by you in your own name or by any other person for your benefit or use during the disclosure period.

"Gross income" means the same as it does for income tax purposes, even if the income is not actually taxable, such as interest on tax-free bonds. Examples include: compensation for services, income from business, gains from property dealings, interest, rents, dividends, pensions, IRA distributions, social security, distributive share of partnership gross income, and alimony, but not child support.

Examples:

— If you were employed by a company that manufactures computers and received more than 5% of your gross income from the company, list the name of the company, its address, and its principal business activity (computer manufacturing).

— If you were a partner in a law firm and your distributive share of partnership gross income exceeded 5% of your gross income, then list the name of the firm, its address, and its principal business activity (practice of law).

— If you were the sole proprietor of a retail gift business and your gross income from the business exceeded 5% of your total gross income, list the name of the business, its address, and its principal business activity (retail gift sales).

— If you received income from investments in stocks and bonds, list <u>each individual company</u> from which you derived more than 5% of your gross income. Do not aggregate all of your investment income.

— If more than 5% of your gross income was gain from the sale of property (not just the selling price), list as a source of income the purchaser's name, address, and principal business activity. If the purchaser's identity is unknown, such as where securities listed on an exchange are sold through a brokerage firm, the source of income should be listed as "sale of (name of company) stock," for example.

— If more than 5% of your gross income was in the form of interest from one particular financial institution (aggregating interest from all CD's, accounts, etc., at that institution), list the name of the institution, its address, and its principal business activity.

PART B — SECONDARY SOURCES OF INCOME

[Required by s. 112.3145(3)(a)2, F.S.]

This part is intended to require the disclosure of major customers, clients, and other sources of income to businesses in which you own an interest. <u>It is not for reporting income from second jobs.</u> That kind of income should be reported in Part A, "Primary Sources of Income," if it meets the reporting threshold. You will ***not*** have anything to report ***unless*** during the disclosure period:

(1) You owned (either directly or indirectly in the form of an equitable or beneficial interest) more than 5% of the total assets or capital stock of a business entity (a corporation, partnership, LLC, limited partnership, proprietorship, joint venture, trust, firm, etc., doing business in Florida); ***and,***

(2) You received more than 10% of your gross income from that business entity; ***and,***

(3) You received more than $1,500 in gross income from that business entity.

If your interests and gross income exceeded these thresholds, then for that business entity you must list every source of income to the business entity which exceeded 10% of the business entity's gross income (computed on the basis of the business entity's most recently completed fiscal year), the source's address, and the source's principal business activity.

Examples:

— You are the sole proprietor of a dry cleaning business, from which you received more than 10% of your gross income—an amount that was more than $1,500. If only one customer, a uniform rental company, provided more than 10% of your dry cleaning business, you must list the name of the uniform rental company, its address, and its principal business activity (uniform rentals).

— You are a 20% partner in a partnership that owns a shopping mall and your partnership income exceeded the thresholds listed above. You should list each tenant of the mall that provided more than 10% of the partnership's gross income, and the tenant's address and principal business activity.

PART C — REAL PROPERTY

[Required by s. 112.3145(3)(a)3, F.S.]

In this part, list the location or description of all real property in Florida in which you owned directly or indirectly at any time during the disclosure period in excess of 5% of the property's value. <u>You are not required to list your residences. You should list any vacation homes, if you derive income from them.</u>

Indirect ownership includes situations where you are a beneficiary of a trust that owns the property, as well as situations where you own more than 5% of a partnership or corporation that owns the property. The value of the property may be determined by the most recently assessed value for tax purposes, in the absence of a more current appraisal.

The location or description of the property should be sufficient to enable anyone who looks at the form to identify the property. A street address should be used, if one exists.

PART D — INTANGIBLE PERSONAL PROPERTY

[Required by s. 112.3145(3)(a)3, F.S.]

Describe any intangible personal property that, at any time during the disclosure period, was worth more than 10% of your total assets, and state the business entity to which the property related. Intangible personal property includes things such as cash on hand, stocks, bonds, certificates of deposit, vehicle leases, interests in businesses, beneficial interests in trusts, money owed you, Deferred Retirement Option Program (DROP) accounts, the Florida Prepaid College Plan, and bank accounts. Intangible personal property also includes investment products held in IRAs, brokerage accounts, and the Florida College Investment Plan. <u>Note that the product *contained in* a brokerage account, IRA, or the Florida College Investment Plan is your asset—not the account or plan itself.</u> Things like automobiles and houses you own, jewelry, and paintings are not intangible property. Intangibles relating to the same business entity may be aggregated; for example, CD's and savings accounts with the same bank.

Calculations: To determine whether the intangible property exceeds 10% of your total assets, total the fair market value of all of your assets (including real property, intangible property, and tangible personal property such as jewelry, furniture, etc.). When making this calculation, do not subtract any liabilities (debts) that may relate to the property. Multiply the total figure by 10% to arrive at the disclosure threshold. List only the intangibles that exceed this threshold amount. The value of a leased vehicle is the vehicle's present value minus the lease residual (a number which can be found on the lease document). Property that is only jointly owned property should be valued according to the percentage of your joint ownership. Property owned as tenants by the entirety or as joint tenants with right of survivorship should be valued at 100%. None of your calculations or the value of the property have to be disclosed on the form.

Example: You own 50% of the stock of a small corporation that is worth $100,000, the estimated fair market value of your home and other property (bank accounts, automobile, furniture, etc.) is $200,000. As your total assets are worth $250,000, you must disclose intangibles worth over $25,000. Since the value of the stock exceeds this threshold, you should list "stock" and the name of the corporation. If your accounts with a particular bank exceed $25,000, you should list "bank accounts" and bank's name.

PART E — LIABILITIES

[Required by s. 112.3145(3)(b)4, F.S.]

List the name and address of each creditor to whom you owed any amount that, at any time during the disclosure period, exceeded your net worth. You are not required to list the amount of any debt or your net worth. You do not have to disclose: credit card and retail installment accounts, taxes owed (unless reduced to a judgment), indebtedness on a life insurance policy owed to the company of issuance, or contingent liabilities. A "contingent liability" is one that will become an actual liability only when one or more future events occur or fail to occur, such as where you are liable only as a guarantor, surety, or endorser on a promissory note. If you are a "co-maker" and are jointly liable or jointly and severally liable, it is not a contingent liability.

Calculations: To determine whether the debt exceeds your net worth, total all of your liabilities (including promissory notes, mortgages, credit card debts, judgments against you, etc.). The amount of the liability of a vehicle lease is the sum of any past-due payments and all unpaid prospective lease payments. Subtract the sum total of your liabilities from the value of all your assets as calculated above for Part D. This is your "net worth." List each creditor to whom your debt exceeded this amount unless it is one of the types of indebtedness listed in the paragraph above (credit card and retail installment accounts, etc.). Joint liabilities with others for which you are "jointly and severally liable," meaning that you may be liable for either your part or the whole of the obligation, should be included in your calculations at 100% of the amount owed.

Example: You owe $15,000 to a bank for student loans, $5,000 for credit card debts, and $60,000 (with spouse) to a savings and loan for a home mortgage. Your home (owned by you and your spouse) is worth $80,000 and your other property is worth $20,000. Since your net worth is $20,000 ($100,000 minus $80,000), you must report only the name and address of the savings and loan.

PART F — INTERESTS IN SPECIFIED BUSINESSES

[Required by s. 112.3145, F.S.]

The types of businesses covered in this disclosure include: state and federally chartered banks; state and federal savings and loan associations; cemetery companies; insurance companies; mortgage companies; credit unions; small loan companies; alcoholic beverage licensees; pari-mutuel wagering companies, utility companies, entities controlled by the Public Service Commission; and entities granted a franchise to operate by either a city or a county government.

Disclose in this part the fact that you owned during the disclosure period an interest in, or held any of certain positions with, the types of businesses listed above. You are required to make this disclosure if you own or owned (either directly or indirectly in the form of an equitable or beneficial interest) at any time during the disclosure period more than 5% of the total assets or capital stock of one of the types of business entities listed above. You also must complete this part of the form for each of these types of businesses for which you are, or were at any time during the disclosure period, an officer, director, partner, proprietor, or agent (other than a resident agent solely for service of process).

If you have or held such a position or ownership interest in one of these types of businesses, list the name of the business, its address and principal business activity, and the position held with the business (if any). If you own(ed) more than a 5% interest in the business, indicate that fact and describe the nature of your interest.

PART G — TRAINING CERTIFICATION

[Required by s. 112.3142, F.S.]

If you are a Constitutional or elected municipal officer whose service began before March 31 of the year for which you are filing, you are required to complete four hours of ethics training which addresses Article II, Section 8 of the Florida Constitution, the Code of Ethics for Public Officers and Employees, and the public records and open meetings laws of the state. You are required to certify on this form that you have taken such training.

(End of Percentage Thresholds Instructions.)

Board of Trustees
City of Crestview
General Employees' Retirement Plan
Crestview, FL

We are engaged to audit the financial statements of City of Crestview General Employees' Retirement Plan for the year ended September 30, 2019. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated April 19, 2019, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Our responsibility for the supplementary information accompanying the financial statements, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Planned Scope, Timing of the Audit, and Other

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the plan and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations, including prohibited transactions with parties in interest or other violations of rules and regulations, that are attributable to the plan or to acts by management or employees acting on behalf of the plan. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

We are currently in the planning phase of our audit of the 2019 financial statements. Chuck Landers is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

This information is intended solely for the use of the Board of Trustees and management of City of Crestview General Employees' Retirement Plan and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Saltmarsh Cleaveland & Gund

Fort Walton Beach, Florida
January 27, 2020

KLAUSNER
KAUFMAN
JENSEN &
LEVINSON

A PARTNERSHIP OF PROFESSIONAL ASSOCIATIONS
ATTORNEYS AT LAW

MEMORANDUM

TO: FLORIDA ADMINISTRATORS

FROM: KLAUSNER, KAUFMAN, JENSEN & LEVINSON

RE: EXECUTIVE ORDER 20-69

DATE: MARCH 20, 2020

This afternoon, Governor DeSantis signed Executive Order 20-69, which suspends any Florida Statute that requires a quorum to be present in person or requires a local government body to meet at a specified public place. Local government bodies, which includes public pension boards, may utilize video and telephonic conferencing to conduct their meetings. The executive order will expire on May 8, 2020, unless extended by the Governor.

The firm stands ready to attend meetings by either video or phone conference. Please forward this memorandum to all trustees. We recommend that trustees begin taking steps individually to familiarize themselves with Zoom or Go To Meeting, which can be used for videoconferencing.

We will have further guidance within the next few days, as all other Sunshine law provisions must be followed, including posting of meetings, and attendance by the public.

W:\Wdocs\LLP\LGLUPDATE\LGLUPDATE\00150376.WPD

7080 NORTHWEST 4TH STREET. PLANTATION. FLORIDA 33317

PHONE: (954) 916-1202 • FAX: (954) 916-1232
www.klausnerkaufman.com

Administrative Policy

[Name of Fund]

Governing the Use of Audio-Video conferencing or Teleconferencing to Conduct Virtual Public Board of Trustee Meetings

BACKGROUND

Florida Statute, §286.011 governs Florida's Sunshine law. Pursuant to this section, "[a]ll meetings of any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation, or political subdivision . . . at which official acts are to be taken are declared to be public meetings open to the public at all times, and no resolution, rule, or formal action shall be considered binding except as taken or made at such meeting. . .";

On March 1, 2020, the State Surgeon General and State Health Officer declared a Public Health Emergency exists in the State of Florida as a result of COVID-19;

On March 9, 2020, by Executive Order 20-52, the Governor of Florida declared a state of emergency for the entire State of Florida as a result of COVID-19;

On March 16, 2020, the President of the United States and the Centers for Disease Control and Prevention recommended individuals to practice significant social distancing measures including but not limited to working from home and avoiding gatherings of more than 10 people.

AUTHORITY

On March 20, 2020, the Governor of Florida issued Executive Order 20-69 suspending any Florida Statute requiring a physical quorum be present for a local government body to meet at a specific public place. Pursuant to Executive Order 20-69, government bodies may utilize audioconferencing and or teleconferencing to conduct its public meeting. This Executive Order expires May 8, 2020, unless extended by the Governor.

City/Town/Special District Code, Section [insert local ordinance/city code section] vests control, management, operation and administration of the Plan in the Board of Trustees (the "Board"). The Board is also authorized to adopt administrative policies necessary for the proper operation of the Plan. Section [insert local ordinance/city code section] provides:

ADMINISTRATIVE POLICY

1. Effective March 20, 2020, this board may conduct its meetings and meet the quorum requirements via audio-video conferencing and or teleconferencing.

2. Public participation is of the upmost importance; therefore, the Board may choose to use either audio-video conferencing or teleconferencing communication to conduct virtual meetings.

3. If the Board chooses to use audio-video conferencing it may use software which allows for maximum public participation. For example, those platforms may include: (a) Zoom, (b) GoTo Meeting, (c) Microsoft Teams, which provides a feature for ADA compliance and close captioning, or (d) WebX.

4. The meeting notice will provide an e-mail address where the public can submit questions and or comments. Any such comments or questions will be read aloud during the public comment section of the meeting agenda.

5. In the event the Board chooses to use teleconferencing communication, it will take such steps as are necessary to effectuate public access, including any applicable email and telephone access point.

6. In the event the local government requires meetings to be live streamed, the Board will comply will those requirements through the City or Town system.

7. The meeting notice will state that any individuals needing ADA accommodations to attend a virtual meeting should contact the City Clerk/Plan Administrator at least 48 hours prior to the meeting at [phone number]. The Notice shall also identify the specific type of audio-video conferencing to be used and include instructions on how to join and participate virtually.

8. In the event the available technology is insufficient to permit all interested parties to attend and participate, the virtual meeting must be terminated until such time as the problem has been resolved. There is no obligation for the Board to provide communication devices for public use.

9. All other Sunshine law provisions must be followed including: (a) posting of meeting Notice, (b) taking of meeting minutes, and (c) making minutes available for public inspection.

10. The meeting notice must also contain information regarding the means to access the virtual meeting as well as the agenda.

11. This Administrative Policy will remain in effect until May 8, 2020 unless Executive Order 20-52 is extended by the Governor of Florida, in which case this Policy shall be extended for as long as the Executive Order is in effect.

The Board reserves the right to amend this Administrative Policy from time to time as it deems appropriate. The Board shall retain the right to exercise its discretion in interpreting this rule and in resolving any disputes that may arise hereunder. Nothing in this Administrative Policy creates a contractual or substantive right for benefits from the Plan.

This Administrative Policy was adopted by the Board of Trustees at a public meeting, on _______________________, 2020.

____
Chair

____
Secretary

KLAUSNER
KAUFMAN
JENSEN &
LEVINSON

A PARTNERSHIP OF PROFESSIONAL ASSOCIATIONS
ATTORNEYS AT LAW

MEMORANDUM

TO: ALL CLIENTS

FROM: KLAUSNER, KAUFMAN, JENSEN & LEVINSON

RE: COVID 19 MESSAGE - SOCIAL DISTANCING UPDATE #2

Clients, Colleagues, and Friends,

As we told you earlier this week, in order to insure the safety of you, our staff, and their families, we continue to work remotely and expect to do so at least through the end of March, and later as public safety needs dictate. Remember you can contact any of us through the office phone lines 954-916-1202 or via email.

Due to the uncertainties of travel and the restrictions on gathering, we have made a decision to cancel the KKJL client conference scheduled for May 27-29, and will work on rescheduling when feasible. We apologize for any inconvenience this may cause.

With regard to meetings, our advice remains to cancel them at this time, at least through the end of March, when we can reevaluate. If you want to proceed with a meeting, we will be available to attend via video or phone conference. If a meeting is necessary, a possible solution is to have a quorum of 3 members in the designated meeting room and everybody else can attend via conference call or online system (like Go-To-Meeting or Zoom). If a member of the public shows up they can call into the conference line. The three members in the room can spread out for appropriate safe distancing. Our firm has been working to get the Governor to use his emergency powers to permit fully electronic public meetings even for the quorum during this declared emergency.

Finally, due to the strain on medical services, we foresee that it will take longer to process disability applications for the near term.

As we pledged in our last communication, we continue to serve the needs of our clients and protect the retirement benefits of our nation's public servants. To all of you and your families, we wish good health and safety.

7080 NORTHWEST 4TH STREET, PLANTATION, FLORIDA 33317

PHONE: (954) 916-1202 • FAX: (954) 916-1232
www.klausnerkaufman.com

KLAUSNER
KAUFMAN
JENSEN
LEVINSON

A PARTNERSHIP OF PROFESSIONAL ASSOCIATIONS
ATTORNEYS AT LAW

To: **All Pension Clients**

From: **Klausner Kaufman Jensen & Levinson**

Re: **CARES Act payments**

The new CARES Act provides Americans below a certain income threshold with advance refundable tax credit payments of $1200 per person or $2400 for joint filers. Certain taxpayers can also receive an additional payment for children.

The distribution of these federal checks will be based on tax returns or Social Security records. If your plan has members whose benefit level does not require the filing of a tax return, it is highly recommended they immediately file a tax return for 2019. This is particularly important for those who do not receive Social Security. Filers who have $0 tax liability can file for free at the Internal Revenue Service website. The tools are available at the following link: https://www.irs.gov/filing/free-file-do-your-federal-taxes-for-free

This recommendation is based on our work with NASRA during the drafting of the bill and confirmed by tax practitioners with whom we consulted. In addition, the following recommendation appeared today from Senate Committee on Finance:

> **"Are seniors whose only income is from Social Security or a veteran whose only income is a veterans' disability payment eligible? Yes, as long as they are not the dependent of another taxpayer. The bill also provides IRS with additional tools to locate and provide rebates to low-income seniors who normally do not file a tax return by allowing them to base a rebate on Form SSA-1099, Social Security Benefit Statement or Form RRB-1099, which is the equivalent of the Social Security statement for Railroad Employees. *However, seniors are still encouraged to file their 2019 tax return to ensure they receive their recovery rebate as quickly as possible."***

For the full report and FAQ from the Finance Committee, please review the following link:

https://www.finance.senate.gov/chairmans-news/cares-act-recovery-check-faq

As we have advised, we are fully operational on a remote basis during this crisis and are available to answer your questions.

7080 NORTHWEST 4TH STREET, PLANTATION, FLORIDA 33317

PHONE: (954) 916-1202 • FAX: (954) 916-1232
www.robertdklausner.com

KLAUSNER KAUFMAN JENSEN & LEVINSON

A PARTNERSHIP OF PROFESSIONAL ASSOCIATIONS
ATTORNEYS AT LAW

MEMORANDUM

TO: ALL CLIENTS

FROM: KLAUSNER, KAUFMAN, JENSEN & LEVINSON

RE: COVID 19 MESSAGE - SOCIAL DISTANCING UPDATE #3

DATE: APRIL 7, 2020

To continue to keep everyone safe, our office will remain in remote operation at least through the end of April, and perhaps later as public safety needs dictate. Remember you can contact any of us through the office phone line 954-916-1202 or via email.

With regard to meetings, Governor DeSantis has suspended the requirement that a quorum be present in the public meeting place. This allows Pension Boards of Trustees to meet via video or telephone conference. Our lawyers have been meeting with Boards using these methods and they have been very well received. Our office has the capability to host both video and telephone conferences with you through a wide variety of programs. If you have questions, please call to discuss.

Some questions have come up about using a remote signature application. We are researching the most secure way to get this done. We believe that it can be effectively used for the Administrator and Board of Trustee members to get payments made and money invested, provided that the Custodian will accept this method of authorization. Verified email addresses for Participants and two factor authentication can be useful when dealing with known Participants. The situations which cause the most concern are vested terminated Participants who are approaching the Board for the first time and joint annuitants and beneficiaries of deceased pensioners who are unknown to the Board or Administrator. If you do use a program that allows for electronic signatures, please talk to your information technology providers for the best way to use the program. If you have legal questions, please call us to discuss.

7080 NORTHWEST 4TH STREET, PLANTATION, FLORIDA 33317

PHONE: (954) 916-1202 • FAX: (954) 916-1232
www.klausnerkaufman.com

We are experiencing some delay in getting IMEs set for the disability applications and so we continue to think that it will take longer than normal to process disability applications, at least until the end of May.

We continue to be committed to serve your needs during this crisis and to do our best to protect the retirement benefits of our nation's public servants. To all of you and your families, we wish good health and safety.

W:\Wdocs\LLP\BONNI\CLTMEMO\00151883.WPD

KLAUSNER KAUFMAN JENSEN & LEVINSON

A PARTNERSHIP OF PROFESSIONAL ASSOCIATIONS
ATTORNEYS AT LAW

MEMORANDUM

To: Board of Trustees

From: Klausner, Kaufman, Jensen and Levinson

Subject: Continued Guidance on the Families First Coronavirus Response Act (FFCRA) and the CARES Act

Date: April 27, 2020

FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA): GROUP HEALTH PLANS AND HEALTH INSURANCE COVERAGE

§3201 (CARES)

• Section 3201 of the CARES Act amended section 6001 of the FFCRA to include a broader range of diagnostic items and services that plans and issuers must cover without any cost-sharing requirements or prior authorization or other medical management requirements.

§6001 (FFCRA)

• Section 6001 of the FFCRA applies to group health plans[1] and health insurance issuers offering group or individual health insurance coverage (including grandfathered health plans as defined in section 1251(e) of the Patient Protection and 2 5 U.S.C. § 553(b)(B) and (d)(3). Does NOT apply to group health plans that do not cover at least two employees who are current employees (such as plans in which only retirees participate).

• Requires group health plans and health insurance issuers offering group or individual health insurance coverage to provide benefits for certain items and services related to diagnostic testing for the detection of SARS-CoV-2 or the

---

[1]The term "group health plan" includes both insured and self-insured group health plans. It includes private employment-based group health plans (ERISA plans), non-federal governmental plans (such as plans sponsored by states and local governments), and church plans.

7080 NORTHWEST 4TH STREET, PLANTATION, FLORIDA 33317

PHONE: (954) 916-1202 • FAX: (954) 916-1232
www.klausnerkaufman.com

diagnosis of COVID-19 (referred to collectively in this document as COVID-19), as determined by the individual's attending healthcare provider in accordance with accepted standards of current medical practice, when those items or services are furnished on or after March 18, 2020, and during the applicable emergency period[2].

• Plans and issuers must provide this coverage without imposing any cost-sharing requirements (including deductibles, copayments, and coinsurance) or prior authorization or other medical management requirements.

REQUIRED COVERAGE:

• Coverage must be provided for the following items and services:

(1) An in vitro diagnostic test as defined in section 809.3 of title 21, Code of Federal Regulations, for the detection of SARS-CoV-2 or the diagnosis of COVID-19, and the administration of such a test, that—

A. Is approved, cleared, or authorized under section 510(k), 513, 515, or 564 of the Federal Food, Drug, and Cosmetic Act (21 U.S.C. §§ 360(k), 360c, 360e, 360bbb3);

B. The developer has requested, or intends to request, emergency use authorization under section 564 of the Federal Food, Drug, and Cosmetic Act (21 U.S.C. 360bbb–3), unless and until the emergency use authorization request has been denied or the developer of such test does not submit a request within a reasonable timeframe;

C. Is developed in and authorized by a State that has notified the Secretary of HHS of its intention to review tests intended to diagnose COVID–19; or

D. Other tests that the Secretary of HHS determines appropriate in guidance.

---

[2] Generally, under section 319 of the Public Health Service (PHS) Act, a public health emergency declaration lasts until the Secretary of HHS declares that the public health emergency no longer exists, or upon the expiration of the 90-day period beginning on the date the Secretary declared a public health emergency exists, whichever occurs first. The Secretary may extend the public health emergency declaration for subsequent 90-day periods for as long as the public health emergency continues to exist, and may terminate the declaration whenever he determines that the public health emergency has ceased to exist. Unless extended or terminated earlier, the public health emergency related to COVID-19 is effective through April 25, 2020.

(2) Items and services furnished to an individual during healthcare provider office visits (which includes in-person visits and telehealth visits), urgent care center visits, and emergency room visits that result in an order for or administration of an in vitro diagnostic product described in paragraph (1), but only to the extent the items and services relate to the furnishing or administration of the product or to the evaluation of the individual for purposes of determining the need of the individual for such product.

• Plans and issuers are required to provide coverage for items and services that are furnished by providers that have not agreed to accept a negotiated rate as payment in full (i.e., out-of-network providers).

1. If the plan or issuer has a negotiated rate with such provider in effect before the public health emergency declared under section 319 of the PHS Act, such negotiated rate shall apply throughout the period of such declaration.

2. If the plan or issuer does not have a negotiated rate with such provider, the plan or issuer shall reimburse the provider in an amount that equals the cash price for such service as listed by the provider on a public internet website, or the plan or issuer may negotiate a rate with the provider for less than such cash price.

• The term "visit" includes both traditional and non-traditional care settings in which a COVID-19 diagnostic test is ordered or administered, including COVID-19 drive-through screening and testing sites where licensed healthcare providers are administering COVID-19 diagnostic testing.

PLAN AMENDMENTS:

• Plans and issuers are permitted to amend the terms of a plan or coverage to add benefits, or reduce or eliminate cost sharing, for the diagnosis and treatment of COVID-19 prior to satisfying any applicable notice of modification requirements and without regard to otherwise applicable restrictions on mid-year changes to health insurance coverage.

• If a plan or issuer makes a material modification (as defined under section 102 of ERISA) in any of the terms of the plan or coverage, to include telehealth coverage, that would affect the content of the SBC that is not reflected in the most recently provided SBC, and that occurs other than in connection with a renewal or reissuance of coverage, the plan or issuer must provide notice of the modification to enrollees not later than 60 days prior to the date on which the modification will become effective, or as soon as reasonably practicable. They may either provide an updated SBC reflecting the modification or provide a separate notice describing the material modifications.

• If a plan or issuer maintains any such changes beyond the emergency period, plans and issuers must comply with all other applicable requirements to update plan documents or terms of coverage.

**States may impose additional standards or requirements on health insurance issuers with respect to the diagnosis or treatment of COVID-19, to the extent that such standards or requirements do not prevent the application of a federal requirement.

EXCEPTED BENEFITS and EAP's:

Background:

Sections 2722 and 2763 of the PHS Act, section 732 of ERISA, and section 9831 of the Code provide that the respective requirements of title XXVII of the PHS Act, part 7 of ERISA, and Chapter 100 of the Code generally do not apply to the provision of certain types of benefits, known as "excepted benefits." Under section 2791(c)(1) of the PHS Act, section 733(c)(1) of ERISA, and section 9832(c)(1) of the Code, benefits that are generally not health coverage, including on-site medical clinics, are excepted benefits.

Limited excepted benefits, which may include limited scope vision or dental benefits, and benefits for long-term care, nursing home care, home healthcare, or community-based care are excepted only if certain conditions are met. Section 2791(c)(2)(C) of the PHS Act, section 733(c)(2)(C) of ERISA, and section 9832(c)(2)(C) of the Code authorize the Secretaries of HHS, Labor, and the Treasury (collectively, the Secretaries) to issue regulations establishing other, similar limited benefits as excepted benefits. The Secretaries exercised this authority previously with respect to certain employee assistance programs (EAPs).

• EAP's are excepted if they satisfy all of the following requirements:

(A) The EAP does not provide significant benefits in the nature of medical care. For this purpose, the amount, scope and duration of covered services are taken into account.

(B) The benefits under the EAP are not coordinated with benefits under another group health plan:

(1) Participants in the other group health plan must not be required to use and exhaust benefits under the EAP (making the EAP a gatekeeper) before an individual is eligible for benefits under the other group health plan; and

(2) Participant eligibility for benefits under the EAP must not be dependent on participation in another group health plan.

(C) No employee premiums or contributions are required as a condition of participation in the EAP.

(D) There is no cost sharing under the EAP.

• The Departments' final regulations provide that for the purpose of determining whether an EAP provides benefits that are significant in the nature of medical care, the amount, scope, and duration of covered services are taken into account.

• An EAP will not be considered to provide benefits that are significant in the nature of medical care solely because it offers benefits for diagnosis and testing for COVID-19 while a public health emergency declaration under section 319 of the PHS Act related to COVID-19 or a national emergency declaration under the National Emergencies Act,26 related to COVID-19 is in effect.

• Benefits offered by an employer under an EAP for diagnosis and testing for COVID-19 at an on-site medical clinic will constitute an excepted benefit in all circumstances .

**Note that guidance concerning the application of the FFCRA and the CARES Act continues to be updated frequently. This memo represents our considered view as of the date issued to the proper application after reviewing the Act and available resources.

**FAQ's prepared jointly by the Department of Labor (DOL), Health and Human Services (HHS), and the Treasury are available at: https://www.dol.gov/agencies/ebsa/laws-and-regulations/laws/affordable-care-act/for-employers-and-advisers/aca-implementation-faqs and www.cms.gov/cciio/resources/fact-sheets-and-faqs/index.html.

If you have any questions, email Bonni Jensen (bonni@robertdklausner.com) or Bob Klausner (bob@robertdklausner.com). This memo will be posted on our website, https://klausnerkaufman.com and will be updated as additional guidance becomes known.

KLAUSNER KAUFMAN JENSEN LEVINSON

A PARTNERSHIP OF PROFESSIONAL ASSOCIATIONS
ATTORNEYS AT LAW

MEMORANDUM

TO: ALL FLORIDA CLIENTS

FROM: KLAUSNER, KAUFMAN, JENSEN & LEVINSON

RE: COVID 19 MESSAGE - EXTENSION OF VIRTUAL MEETINGS UPDATE #4

DATE: APRIL 30, 2020

To continue to keep everyone safe, our office will remain in remote operation at least through the end of May, and perhaps later as public safety needs dictate. Remember you can contact any of us through the office phone line 954-916-1202 or via email.

With regard to meetings, Governor DeSantis has extended the suspension of the requirement that a quorum be present in the public meeting place with Executive Order 20-112. This allows Pension Boards of Trustees to meet via video or telephone conference. Our lawyers have been meeting with Boards using these methods and they have been very well received. Our office has the capability to host both video and telephone conferences with you through a wide variety of programs. If you have questions, please call to discuss.

We continue to experience some delay in getting IMEs set for the disability applications and so we continue to think that it will take longer than normal to process disability applications, at least until the end of May. Executive Order 20-112 opened up medical facilities to elective procedures so some doctors will be treating a back log of their patients. We expect that this could also create delays.

We continue to be committed to serve your needs during this crisis and to do our best to protect the retirement benefits of our nation's public servants. To all of you and your families, we wish good health and safety.

W:\Wdocs\LLP\BONNI\CLTMEMO\00153756.WPD

7080 NORTHWEST 4TH STREET, PLANTATION, FLORIDA 33317

PHONE: (954) 916-1202 • FAX: (954) 916-1232
www.klausnerkaufman.com

KLAUSNER KAUFMAN JENSEN & LEVINSON

A PARTNERSHIP OF PROFESSIONAL ASSOCIATIONS
ATTORNEYS AT LAW

MEMORANDUM

TO: ALL FLORIDA CLIENTS

FROM: KLAUSNER, KAUFMAN, JENSEN & LEVINSON

RE: COVID 19 MESSAGE - EXTENSION OF VIRTUAL MEETINGS UPDATE #5

DATE: MAY 18, 2020

To continue to keep everyone safe, our office will remain in remote operation at least through the end of June, and perhaps later as public safety needs dictate. Remember you can contact any of us through the office phone line 954-916-1202 or via email.

With regard to meetings, Governor DeSantis has extended the declaration of emergency in Florida through **July 7, 2020** with Executive Order 20-114. This allows Pension Boards of Trustees to continue to meet via video or telephone conference. Remember our office has the capability to host both video and telephone conferences with you through a wide variety of programs. If you have questions, please call to discuss.

Even when Florida is fully re-opened from the COVID closings, we urge our Boards to consider continuing to invite service providers to attend meetings via electronic means. As you know, many of the service providers travel to your meetings from outside of the area. Meeting quorums can be established by three trustees in a room where social distancing can be easily accomplished and limits the number of people who need to come into close contact for long periods of time. If you have questions about how best to implement social distancing for your board, please call to discuss.

We continue to be committed to serve your needs during this crisis and to do our best to protect the retirement benefits of our nation's public servants. To all of you and your families, we wish good health and safety.

W:\Wdocs\LLP\BONNI\CLTMEMO\00159250.WPD

00159250.WPD;1

7080 NORTHWEST 4TH STREET, PLANTATION, FLORIDA 33317

PHONE: (954) 916-1202 • FAX: (954) 916-1232
www.klausnerkaufman.com