Tempe

Minutes
Tempe Police Public Safety Personnel Retirement System Board Meeting
September 5, 2013

Minutes of the Tempe Police Public Safety Personnel Retirement System Board meeting, held on Thursday, September 5, 2013, 2:00 p.m., Tempe City Hall, third floor conference room, 31 E. 5th Street, Tempe, Arizona.

Board Members Present:
Mark W. Mitchell, Mayor
Joe Brosius
Jim Foley *(participated telephonically)*
Chris McCormick
Kelly McMenemy

City Staff Present:
Brigitta Kuiper, City Clerk
Renie Broderick, Human Resources Director
Tim Mattix, Assistant City Clerk
Wendy Messina, Human Resources Program Coordinator

Legal Counsel Present:
None.

Chair Mitchell called the joint discussion to order at 2:03 p.m.

ITEM I – Joint Discussion with the Fire Public Safety Personnel Retirement System Board
Brigitta Kuiper, Local Board Secretary, provided background information on the Local Board Secretary position. In December 2012 and January 2013, the Boards discussed transferring the Local Board Secretary's duties to the Human Resources Department (HR), based on changes happening at the Arizona Public Safety Personnel Retirement System (PSPRS). At that time, HR was making organizational changes, and the Boards continued this item, allowing staff to continue studying the feasibility. The goal of both HR and the City Clerk's Office is to provide seamless customer service and one point of contact to the Local Boards and to PSPRS members; current practice requires members to contact HR for City benefit questions, and the City Clerk's Office for Public Safety benefit questions. Renie Broderick, Human Resources Director, reviewed the current process in HR, including Wendy Messina's, Human Resources Coordinator, involvement with Family and Medical Leave Act (FMLA) cases that provides her a familiarity with cases that come to the Local Boards for consideration. There are currently some communication challenges between HR and the City Clerk's Office, with each handling a portion of PSPRS cases. HR currently supports the Merit System Board and is familiar with the Open Meeting Law. In addition, the Merit System Board uses the same Legal Counsel that the Local Boards use. With the HR reorganization, Ms. Messina is the primary point of contact for retirements. Ms. Broderick requested that the Local Boards consider a six-month period to demonstrate HR's ability to support the Local Boards.

The Local Boards and staff discussed the following: six months is a good time period for benchmarking; the Board's Legal Counsel is neutral and will continue to be a neutral party to the cases; the current Local Board procedures do not need to be amended to reflect a change in the Local Board Secretary; in 2010, the Boards chose to leave the position of Local Board Secretary undesignated in order to remain flexible. If the Board chooses a six month trial period, at the end of six months the Board could then make a motion to formally designate the Local Board Secretary. At that time, staff will formally notify Arizona PSPRS of the change. The Local Boards and staff also discussed the fact that most

other jurisdictions, with the exception of smaller cities, towns, and the City of Mesa, use HR in the role of Local Board Secretary.

Motion by Joe Brosius to request the Human Resources Department and City Clerk's Office work together as Local Board Secretary for a six month period, at which time staff will return with a report; second by Chris McCormick. Motion passed unanimously on a voice vote 6-0.

The joint discussion concluded at 2:12 p.m.

Chair Mitchell called the meeting to order at 2:15 p.m.

ITEM II – Consideration of Meeting Minutes
Motion by Chris McCormick to approve the executive session minutes of August 1, 2013 and the board meeting minutes of August 1, 2013; second by Kelly McMenemy. Motion passed unanimously on a voice vote 5-0.

ITEM III – Public Appearances
None.

ITEM IV – Motion to Adjourn to Executive Session, if necessary, pursuant to A.R.S. §§ 38-431.03(A)(2), 38-431.03(A)(3), and 38-431.03(A)(4)
No executive session was held.

ITEM V – New Members
There were no new applications.

ITEM VI – Prior Service
The Board acknowledged the following prior service purchases/transfers:

- **William Cullins**, 0.299 years – redemption of military service
- **Michael McCormick**, 7.2730 years – transferred from the Yuma Police Department *and* 1.733 years of prior service
- **Alexander Moreno**, 0.180 years – transferred from the Arizona State Retirement System
- **Jacob Schmidt**, 0.563 years – transferred from the Arizona State Retirement System

ITEM VII – Application to Enter Into Deferred Retirement Option Plan (DROP) Program
Motion by Chris McCormick to approve the application of **David Miesch** to enter into the DROP program; second by Kelly McMenemy. Motion passed unanimously on a voice vote 5-0.

ITEM VIII – Deceased Member
The Board acknowledged the following: **Mark A. Johnson**, a former member of the Tempe Police Department, passed away; there is not a surviving spouse or eligible child(ren), and there are no remaining contributions on record.

ITEM IX – Future Meeting Date
Chair Mitchell announced that the next scheduled meeting date is October 3, 2013; Boardmember Brosius stated that he will not be in attendance.

ITEM X – FUTURE AGENDA ITEMS
None.

Adjournment
Motion by Chris McCormick to adjourn; second by Kelly McMenemy. Motion passed unanimously on a voice vote 5-0. The meeting adjourned at 2:18 p.m.

Brigitta M. Kuiper
Local Board Secretary