

IMPORTANT NOTICE

TO: General Employees' Pension Plan Participants
FROM: General Employees' Pension Advisory Committee
DATE: March 16, 2018
SUBJECT: Request for City of Tallahassee Nominations and Annual Pension Meeting Notice

The General Employees' Pension Advisory Committee and the City's Retirement Office are preparing for the annual meeting of the pension plan participants. This year's annual meeting will be held on (Tuesday March 27, 2018) in the City Hall Commission Chambers at 5:30 p.m.

One of the purposes of the annual meeting is to elect a plan participant to serve on the advisory committee whenever there is a vacancy or an incumbent's term expires. At this meeting the seats currently held by **Sandra Allen-Manning** and **Michael Porter** are open for election. Mrs. Manning has served the maximum number of terms and cannot run again and Mr. Porter has elected to run again.

Advisory Committee seats are open to all plan participants; including retirees. This committee must include a representative from each part of the pension plan that represents 5% or more of the plan membership.

If you are interested in being nominated to serve a three-year term on the General Employees' Pension Advisory Committee, please read the enclosed duties and responsibilities of the advisory committee members, and then contact any member of your advisory committee (listed below) by **March 23, 2018**, to have your name placed on the ballot. **(NOTE: Nominees must be in attendance at the annual meeting in order to be elected and no more than two (2) employees from the same Department or two retirees can serve on the Committee at any given time.)**

The election will take place during the March 27th annual meeting. In order to vote in the election, **you must be in attendance at the meeting** during the election process.

If you should have any questions regarding any of this information, please do not hesitate to contact one of your committee members listed below.

We look forward to your continued interest in your pension plan and hope to see you on **Tuesday March 27th**.

Current General Employees Advisory Committee Members

| | Plan | | | |
|----------------------|------|------------------------------|------------|----------|
| Sandra Allen-Manning | C | Communications | Chair | 891-6175 |
| Neha Kumar | D | Technology and Innovation | Vice-Chair | 891-2050 |
| Jeanne Kimball | B | Retiree | Member | 321-6269 |
| Shane House | C | Revenue | Member | 891-6479 |
| Chris Pandolfi | C | Technology and Innovation | Member | 891-5159 |
| Michael Porter | C | Consolidated Dispatch Agency | Member | 606-5800 |

GENERAL EMPLOYEES PENSION ADVISORY COMMITTEE

DUTIES AND RESPONSIBILITIES

The committee shall have the following duties and responsibilities:

- (a) Conduct an annual meeting open to all participants during March of each year, the end of which the new members shall replace the outgoing members.
- (b) Select, subsequent to the annual meeting, from among the membership of the committee a chairperson and vice-chairperson to serve as such until the end of the next annual meeting.
- (c) Keep minutes of all committee meetings, such minutes to be permanently kept in the office of the secretary to the committee.
- (d) Announce, at the annual meeting, the results of the election of new committee members.
- (e) Individually familiarize themselves with the provisions of article I, article II, and article V, and with the pension administration manual.
- (f) Determine the eligibility of a participant to receive a disability pension.
- (g) Recommend for inclusion in the pension administration manual such rules and regulations as they may deem necessary to carry out their duties and responsibilities.
- (h) In the event of termination of any of the parts under article II, select four (4) of its members to serve with the Board of Trustees and the Pension Administrator to determine the proration and distribution of the assets of that part, as provided in article II, provided that there shall be included therein at least one (1) representative of each part represented by the committee.
- (i) Present to the Board of Trustees written appeals filed by participants.
- (j) Serve as liaison between the Board of Trustees and participants.
- (k) Chairperson will serve as a member of the Other Post-Employment Benefits (OPEB) Board of Trustees, along with the Mayor and Mayor Pro-TEM.
The
Chair as a member of this board will be required to file an Annual Financial Disclosure with the State of Florida.