

IMPORTANT NOTICE

TO: General Employees' Pension Plan Participants
FROM: General Employees' Pension Advisory Committee
DATE: March 8, 2019
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 26, 2019) in the City Hall Tallahassee Room on the 2nd floor 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 **Neha Kumar** and **Jeanne Kimball** are open for election. Mrs. Kimball has served the maximum number of terms and cannot run again, and Mrs. Kumar 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 20, 2019**, 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 26th 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 26th**.

General Employees' Pension Advisory Committee Members

	Plan			
Neha Kumar	D	Technology and Innovation	Chair	891-3790
Shane House	C	Revenue	Vice-Chair	891-6479
Jeanne Kimball	B	Retiree	Member	321-6269
Edward Young Jr.	C	Planning	Member	891-6449
Chris Pandolfi	C	Radio Systems	Member	891-5159
Arlecia Harris	C	Environmental Services	Member	891-8588

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) Annually review physical examinations of all disability retirees as required under article II.
- (h) Recommend for inclusion in the pension administration manual such rules and regulations as they may deem necessary to carry out their duties and responsibilities.
- (i) Review the signed application for retirement of any participant seeking retirement.
- (j) In the event of termination of any of the parts under article II, select four 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 representative of each part represented by the committee.
- (k) Present to the board of trustees written appeals filed by participants.
- (l) Serve as liaison between the board of trustees and participants.