

**PENSION COMMISSION**  
**City Conference Room**  
**260 Constitution Plaza**  
**Friday, February 27, 2009**  
**8:00 a.m.**

**MINUTES**

**PENSION ADMINISTRATION**

**MEMBERS PRESENT:** Peter Stevens, Chairman; Frank Lord; Gene Goldman; Kathleen Palm Devine, Secretary

**MEMBERS EXCUSED:** Walter Remes, Employee Representative

**STAFF PRESENT:** Donna Parker, Plan Administrator; Denise Aguilera, General Counsel

**Chairman Peter Stevens called the meeting to order at 8:10 a.m.**

**I. Minutes of the Meeting of January 23, 2009**

There were no changes or corrections to the minutes as presented.

**A motion was made, seconded and unanimously adopted to accept the minutes of the January 23, 2009 meeting.**

**II. Survivor Benefits**

**A motion was made, seconded and unanimously adopted to approve the following survivor benefits:**

Burns, Anna, survivor of the late John R. Burns, member of the Municipal Employees' Retirement Fund (MERF) who died December 8, 2008 (Survivor benefits under the MERF; Emp. #S079308 / 980153)

Date of Birth	February 18, 1926	
Effective Date:	January 1, 2009	
Annual Allowance:		\$ 13,236.36
Monthly Allowance:		1,103.03

Pfau, Dianne\*, non-spousal survivor of the late Edward Sheren, member of the Police Benefit Fund (PBF) who died August 25, 2008 (Survivor benefits under the PBF; Emp. #B675180 / 980154)

Date of Birth	November 4, 1936	
Effective Date:	September 1, 2008	
Annual Allowance:		\$ 6,200.28
Monthly Allowance:		516.69

\* Benefit to be paid for a period of ten years or until marriage or remarriage.

**III. Regular Retirements**

**A motion was made, seconded and unanimously adopted to approve the following regular retirement benefits:**

				<u>AMOUNT</u>
<u>Bermudez, Denise</u>				
Emp. # 941565 / 990104				
Union: CHPEA				
Date of Birth:	November 3, 1944			
		Years	Months	Days
Term of Service (including Sick Exchange):		23	0	0
Sick Exchange:		4	0	0
Grounds:	Service			
Effective Date:	February 10, 2009			
Average Salary:	Highest 2 out of last 5 years			\$ 44,870.00
Pension Allowed:	57.50%			25,800.24
Monthly Payment:				2,150.02

**Pension Commission  
Pension Administration Minutes  
February 27, 2009  
Page 3**

**III. Regular Retirements (continued)**

AMOUNT

Jagielski, Edward

Emp. # 845914 / 990089

Union: **Library Non-Union**

Date of Birth: **January 30, 1952**

	Years	Months	Days
Term of Service (including Sick Exchange):	5	0	0
Sick Exchange:	0	0	0
Grounds:	<b>Early</b>		
Effective Date:	<b>February 2, 2009</b>		
Termination Date:	<b>October 3, 2008</b>		
Average Salary:	<b>Highest 2 out of last 5 year</b>		<b>\$ 70,857.34</b>
Pension Allowed:			
Unreduced Pension:	<b>10.00%</b>		<b>\$ 7,085.76</b>
Early Reduction Factor:	<b>4.00 % for each year prior to age 60</b>		<b>8.00%</b>
Reduced Pension:			<b>\$ 6,518.88</b>
Monthly Payment:			<b>543.24</b>

Klee, Roland

Emp. # 941224 / 990103

Union: **HMEA**

Date of Birth: **July 25, 1957**

	Years	Months	Days
Term of Service (including Sick Exchange):	24	0	0
Sick Exchange:	4	0	0
Grounds:	<b>Service</b>		
Effective Date:	<b>February 18, 2009</b>		
Average Salary:	<b>Highest 2 out of last 5 years</b>		<b>\$ 69,062.82</b>
Pension Allowed:	<b>65.00%</b>		<b>44,890.80</b>
Monthly Payment:			<b>3,740.90</b>

Perez, Maria

Emp. # 940003 / 990102

Union: **HMEA**

Date of Birth: **May 21, 1948**

	Years	Months	Days
Term of Service (including Sick Exchange):	26	0	0
Sick Exchange:	0	0	0
Grounds:	<b>Service</b>		
Effective Date:	<b>January 27, 2009</b>		
Average Salary:	<b>Highest 2 out of last 5 years</b>		<b>\$ 48,216.19</b>
Pension Allowed:	<b>70.00%</b>		<b>33,751.32</b>
Monthly Payment:			<b>2,812.61</b>

**Pension Commission  
Pension Administration Minutes  
February 27, 2009  
Page 4**

**III. Regular Retirements (continued)**

AMOUNT

Reynolds, Joseph

Emp. # 940032 / 990100

Union: HMEA

Date of Birth: May 27, 1953

	Years	Months	Days
Term of Service (including Sick Exchange):	23	0	0
Sick Exchange:	0	0	0
Grounds:	Service		
Effective Date:	February 6, 2009		
Average Salary:	Highest 2 out of last 5 years		\$ 53,482.99
Pension Allowed:	63.25%		33,828.00
Monthly Payment:	2,819.00		

Zuniga-Basile, Myriam

Emp. # 796514 / 990101

Union: 1018C

Date of Birth: January 11, 1952

	Years	Months	Days
Term of Service (including Sick Exchange):	35	0	0
Sick Exchange:	0	0	0
Grounds:	Service		
Effective Date:	January 30, 2009		
Average Salary:	Highest 5 out of last 10 years		\$ 41,629.76
Pension Allowed:	70.00%		29,140.80
Monthly Payment:	2,428.40		

**IV. Terminated Vested – Requests to Vest Benefits**

**A motion was made, seconded and unanimously adopted to approve the following requests to vest benefits:**

AMOUNT

Vazquez, Alma

Emp. # 901520

Union: Local 2221

Date of Birth: November 5, 1955

Date of Termination: July 4, 2008

Term of Service: 20 years

Grounds: Vested Service

Normal Retirement Date: November 6, 2015 (Age 60)

Average Salary: Highest 3 out of the last 5 years \$ 27,254.99

Pension Allowed: 50.00 % 13,627.44

Monthly Payment: 1,135.62

**IV. Terminated Vested – Requests to Vest Benefits (continued)**

AMOUNT

Williams, Dedrich

Emp. # 904544

Union: HMEA

Date of Birth: January 21, 1965

Date of Termination: January 14, 2009

Term of Service: 22 years

Grounds: Vested Service

Normal Retirement Date: January 15, 2009

Average Salary: Highest 2 out of the last 5 years \$ 40,308.45

Pension Allowed: 60.50 % 24,386.64

Monthly Payment: 2,032.22

**V. Pension Benefit Adjustments**

- A. Chairman Stevens introduced the item. The Plan Administrator, Donna Parker explained that although the survivor benefit in the Police Benefit Fund is 50% of the retiree's benefit, the Pension Unit did not apply the 50% reduction to Ms. Rowin's survivor benefit, which was effective January 1, 2009. Ms. Parker continued to explain that Ms. Rowin's benefit would be reduced in February, but the January benefit would not be adjusted, in accordance with Pension Commission practice for a calculation error by the Pension Administration Unit.

**A motion was made, seconded and unanimously adopted to approve the following pension benefit adjustment:**

Rowin, Isabel

Emp. #980151

From: \$ 1,841.94

To: 920.97

**Pension Commission  
Pension Administration Minutes  
February 27, 2009  
Page 6**

**V. Pension Benefit Adjustments (continued)**

- B.** Chairman Stevens introduced the item. The Plan Administrator, Donna Parker, explained that as a result of the most recent collective bargaining agreement for HMEA members, Maureen Sierra should have received a wage increase effective January 4, 2009 during the payout period of her accrued vacation time. Ms. Parker stated that the wage adjustment increased Ms. Sierra's pension, which was effective January 23, 2009, and resulted in a retroactive payment of \$ 3.89.

**A motion was made, seconded and unanimously adopted to approve the following pension benefit adjustment:**

[Sierra, Maureen](#)  
[Emp. #990094](#)

From: \$ 3,457.09  
To: 3,470.49

**VI. Separations from Pension Payroll**

**The following separations from Pension Payroll were placed on file:**

<u>EMPLOYEE NUMBER</u>	<u>NAME</u>	<u>DATE OF BIRTH</u>	<u>DATE OF DEATH</u>	<u>PENSION AMOUNT</u>	<u>PENSION PLAN</u>
124923	Collins, Doris B.	05/15/1920	01/19/2009	\$ 786.10	FRF
415294	Kolosowski, Eugenia	06/29/1922	01/10/2009	120.19	CITY-ANN
429937	Larkin, John	05/11/1917	01/23/2009	1,491.25	FRF
436291	Lebowitz, Mildred	09/16/1986	01/03/2009	428.49	MERF
543756	Murphy, Thomas	07/07/1948	01/09/2009	3,149.51	MERF
556424	Nixon, Kathlyn A.	07/24/1919	01/04/2009	1,559.66	MERF
590703	Peters, Michael	11/14/1948	01/04/2009	3,205.16	MERF
688703	Smith, Ira	02/05/1937	01/10/2009	1,325.88	MERF
740403	Tyszka, John	04/22/1927	01/14/2009	1,270.37	MERF

The pension for the following individual has been reinstated since the Pension Unit has received verification of his address and/or status.

<u>EMPLOYEE NUMBER</u>	<u>NAME</u>	<u>DATE OF REMOVAL</u>	<u>PENSION AMOUNT</u>	<u>PENSION PLAN</u>
232149	Elkey, Donald	1/31/09	\$ 1,600.00	MERF

**VII. Request for Refunds of Pension Contributions**

**A motion was made, seconded and unanimously adopted to approve the following refunds of pension contributions:**

<u>NAME</u>	<u>AMOUNT</u>
Belmont, Robert	\$ 534.85
Carillo, Iveth	3,449.14
Devito, Carla	857.07
Donnelly, Derek	738.69
Gourzang-Allen, Marie	699.43
Grisales, Kelvin	384.20
Hardrick, Carl O.	12,711.33
Macon, Cornita	6,822.69
Roderick, George	1,783.51
Tomasi, Mary	5,707.15
Williams, Donalda	7,709.90
Zea, Luz	4,294.60

None of the above members is vested, or, if vested, has been informed of, and has waived, his or her rights to a vested benefit in lieu of a contribution refund.

The amounts shown above do not include interest accrued after 2002.

**VIII. Service Purchases**

**Routine Service Purchases**

Chairman Stevens introduced the item. The Plan Administrator stated that the following individual has requested the purchase of additional pension service under the provisions of the Municipal Code of the City of Hartford, Article I, Division I, Section 2A-8.

**The request was accepted and placed on file.**

<u>NAME</u>	<u>TYPE</u>	<u>AMOUNT</u>			<u>PURCHASE PRICE</u>
		<u>Years</u>	<u>Months</u>	<u>Days</u>	
Alers, Edna	CMERS	19	4	17	\$ 14,093.58

**IX. Hardship Withdrawal Ratifications**

Chairman Stevens introduced the item. The Plan Administrator, Donna Parker stated that the Pension Unit had received **three requests** for hardship withdrawals from the Section 457 deferred compensation plan.

Ms. Parker reviewed the requests and recommended that the Commission ratify the approval of Applications 09-01 and 09-03 given by both The Hartford's Hardship Review Committee and the Pension Commission's review committee, and ratify the denial of Application 09-02 given by both The Hartford's Hardship Review Committee and the Pension Commission's review committee.

Application 09-01: Ms. Parker summarized the request by stating that the applicant had received notice of foreclosure on his principal residence. The Plan Administrator concluded by stating that foreclosure on a principal residence meets the IRS guidelines for a Hardship Withdrawal.

Application 09-02: The Plan Administrator summarized the request by stating that the applicant had requested a hardship withdrawal due to eviction from her apartment. Ms. Parker added that although imminent eviction meets the IRS guidelines for a Hardship Withdrawal, the applicant did not submit any paperwork to verify the eviction claim.

Application 09-03: Ms. Parker summarized the request by stating that the applicant had received notice of foreclosure on his principal residence. The Plan Administrator concluded by stating that foreclosure on a principal residence meets the IRS guidelines for a Hardship Withdrawal.

**A motion was made, seconded and adopted to ratify the approvals for hardship withdrawal requests 09-01 and 09-03 as presented and to deny the hardship withdrawal request 09-02 as presented.**

**X. Recommendation on Payroll Deduction for Service Purchases**

Chairman Stevens introduced the item. The Plan Administrator, Donna Parker, explained that the purpose of her report was to respond to the Commission's request for a recommendation regarding the City's offering a payroll deduction option for service purchases, as a result of the Commission adopting (at the January 2009 meeting) a new guideline of setting a fixed interest rate at the beginning of the repayment period for service purchases.

**X. Recommendation on Payroll Deduction for Service Purchases (continued)**

Ms. Parker recommended that a payroll deduction option be offered in addition to the promissory note option, so that employees would still have the option of making their service purchase as a lump sum if the payroll deduction amount would be too large a portion of each paycheck. The employees would also be able to set the payroll deduction period from one to five years, the Plan Administrator added.

The 60 employees who currently have promissory notes, Ms. Parker continued, would be offered the option to convert the outstanding balance of their promissory note to payroll deduction, although the employees would still need to complete the service purchase prior to the original end date in the promissory note. The Plan Administrator concluded by stating that if the employees converted to payroll deduction the outstanding balance of their promissory note would be charged a finance fee using the new prime rate basis, instead of the Treasury Bill rate that was used in their promissory note.

A brief discussion by the Commission followed, including the question of whether the liability for the service purchase was included in the valuation report for the MERF when the promissory note was signed. The Secretary, Kathleen Palm Devine, indicated that she would ask the MERF's actuary, Hooker and Holcombe, what their practice was. She took the opportunity to inform the Commission that the MERF's actuary at Hooker and Holcombe, Liz Churney, was taking a leave of absence for three months and two other actuaries, Tim Ryor and Arthur Assantes, the president of the firm, would assume Ms. Churney's responsibilities during her absence.

**A motion was made, seconded and unanimously adopted to accept the payroll deduction option for service purchases as recommended.**

**XI. Consideration of Proposed MERF Budget for Fiscal Year 2009-2010**

Chairman Stevens introduced the item. The Secretary, Kathleen Palm Devine, requested that consideration of the proposed MERF budget for Fiscal Year 2009-2010 be tabled until the March 2009 Commission meeting. Due to the conversion to a new City payroll system, the City's postings were not complete, Secretary Devine explained, stating that as a result she was not confident that certain revenue items in the draft MERF budget were correct. The Secretary concluded by stating that she believed the final draft proposed budget would be within the statutory cap on MERF expenses.

**A motion was made, seconded and unanimously adopted to table consideration of the MERF budget for Fiscal Year 2008-2009 pending verification of the budgeted amounts.**

Chairman Stevens introduced the item. The Plan Administrator, Donna Parker, stated that she had one item of other business to bring before the Commission and requested that the Commission enter into executive session to discuss it.

**A. Pension Administration Staffing**

**A motion was made, seconded and unanimously adopted to enter into executive session to discuss pension administration staffing before the Commission, after which a motion was made, seconded and unanimously adopted to return to open public session.**

**A motion was made, seconded and unanimously adopted to request additional information from the Plan Administrator for consideration at the March 2009 Commission meeting.**

There being no further business, Chairman Stevens adjourned the Pension Administration portion of the meeting at [8:55 a.m.](#)

**Attest:**

---

**Kathleen Palm Devine, Secretary**