

**CITY OF PORT ST. LUCIE  
MUNICIPAL POLICE OFFICERS RETIREMENT TRUST FUND  
BOARD OF TRUSTEES SPECIAL MEETING MINUTES  
October 31, 2024**

**1. CALL TO ORDER**

A Special Meeting of the BOARD OF TRUSTEES of the MUNICIPAL POLICE OFFICERS RETIREMENT TRUST FUND was called to order by Secretary/Trustee Pavlyshin on Thursday, October 31, 2024, at 12:00 PM, in the Council Chambers of Port St. Lucie City Hall located at 121 SW Port St. Lucie Boulevard, Port St. Lucie, Florida.

**2. ROLL CALL**

Members Present: Paul Griffith, Chairman  
Tara Pavlyshin, Secretary/Trustee  
Brian Reuther, Trustee  
Carmine Izzo, Trustee

Members Not Present: Daniel Kleman, Trustee

Others Present: Bonni S. Jensen, Plan Legal Counsel, Klausner, Kaufman,  
Jensen & Levinson  
Sandra H. Steele, Retirement Division Manager  
Danneshia Brown, Retirement Analyst  
Traci Mehl, Deputy City Clerk  
Stephen Okiye, Finance Director/Treasurer  
Jennifer L'Heureux, Finance Manager

**3. PUBLIC COMMENTS**

There were no public comments.

**4. DISCUSSION ON ADMINISTRATIVE SUPPORT STAFF POSITIONS**

Chairman Griffith stated there has been some discussion regarding getting additional staff for the Pension Office, as Denise has been out of the office and the work has been falling behind. Chairman Griffith indicated he met with Stephen Okiye to discuss the possibility of creating a new position for the Pension Office and adjusting some funds.

Mr. Okiye proposed creating a new position of Senior Retirement Coordinator, Grade 17, at an estimated cost of \$61,000 annually, plus \$20,000 for benefits. He stated the estimated cost to the Pension Board for all positions would be \$196,000 annually. Mr. Okiye explained the Senior Retirement Coordinator would be strictly for the Pension Office and supervised by Sandy Steele. He noted the Retirement Coordinator position would be funded elsewhere by the City.

Sandy Steele spoke to the need for an elevated position of Senior Retirement Coordinator, as the Pension Office is buried in work and they want to launch two portal projects. She explained that every disability case is different and unique, so they each require more time and research.

Trustee Reuther agreed the pension plan was very complex and stated it has been a challenge over the years to get additional staff for the Pension Office. He stated he supported the Pension Board funding a position at a higher-level classification that can be trained and handle additional responsibility, as the organization will continue to grow and there will be more retirees. He expressed that Sandy Steele must supervise this position.

Chairman Griffith stated the Pension Board was currently funding 33% of Sandy and Danneshia, and will be funding 100% of the new position. He inquired about Reyna's position, to which Mr. Okiye indicated her position was at 33% as well, but the intent is for Reyna to get CPPT certified and to start working more with Sandy. He explained they do not have that opportunity right now, as Reyna's time is limited with her current workload.

Chairman Griffith asked about the timeline for implementation. Mr. Okiye stated it would take a month or so to get the Senior Retirement Coordinator position created and posted. He indicated it would be a contract position initially and then it would go through the budget amendment process, which has been approved by the City Manager.

Chairman Griffith indicated that a new agreement would be required, to which Attorney Jensen stated they could amend the agreement, but she would like to review the language. She stated the attachments/addendums will need to be updated or added.

Trustee Reuther reiterated his support for an elevated position and suggested revisiting Reyna's position in six months to evaluate how much support she has been able to provide to the Pension Office. He also inquired about the educational requirements, qualifications, and experience with regard to the job description for the Senior Retirement Coordinator. Mr. Okiye stated they were contemplating an associate's degree or equivalent. He stated the position will be posted internally and externally, with the internal employees being vetted first. He added that it was a non-bargaining position with a 90-day probationary period for internal applicants and a 9-month probationary period for external applicants.

Attorney Jensen inquired if the Retirement Specialist position was currently empty, to which Mr. Okiye stated that employee was no longer with the City. He stated the position will not be filled, as they will be looking for a Retirement Coordinator and a Senior Retirement Coordinator.

Trustee Reuther expressed his concerns as to whether internal employees would be willing to apply for a contract position and inquired about the allowed percentage increase above \$61,000. Mr. Okiye stated he lets the internal candidates know up front the plan for getting the position through the budget process. He indicated they could go 15% above \$61,000 with City Manager approval, as Grade 17 is being proposed at this time, but HR may feel the position is a Grade 18. Trustee Reuther stated they need to pay a salary that will attract a well-qualified person who will stay with the City. Mr. Okiye spoke to staff's recent Leadership Meeting where they discussed behavioral based interviewing techniques.

Secretary/Trustee Pavlyshin stated it sounded like a decent plan. Attorney Jensen stated it was not the Board's decision, but City Staff has the responsibility to coordinate with the Board. She indicated the Board can approve the disbursement of the funds, but they do not have the amount at this time.

Chairman Griffith stated they could provide a consensus, as he believed the Board feels this is right thing to do and they need to move forward. He indicated they will have to come up with an agreement. Attorney Jensen stated a motion would be appropriate to supplement the Board's agreement with the replacement of the Retirement Specialist with a Senior Retirement Coordinator.

Secretary/Trustee Pavlyshin **moved** to supplement the Board's agreement with the replacement of the Retirement Specialist with a Senior Retirement Coordinator. Trustee Reuther **seconded** the motion, which **passed unanimously** by voice vote.

Chairman Griffith commended Mr. Okiye, as it has been very helpful to meet and discuss everything, and thanked him for moving so quickly on the positions. Trustee Reuther stated Mr. Okiye's relationship with the Board and his involvement in their meetings has been a breath of fresh air.

**5. DISCUSSION AND APPROVAL OF FIDUCIARY LIABILITY INSURANCE POLICY EFFECTIVE DECEMBER 15, 2024 – DECEMBER 15, 2025**

Sandy Steele advised the Board that the renewal cost for the Fiduciary Liability Insurance Policy was approximately \$60.00 less than last year, with everything staying the same. She stated she was currently working on the cybersecurity policy with Stan Fidge in IT.

Trustee Reuther inquired about the non-vehicle owned insurance, to which Ms. Steele stated she could not find a policy for this type of insurance. Attorney Jensen stated she would do some research and respond back.

There being no further discussion, Trustee Izzo **moved** to approve the Fiduciary Liability Insurance Policy Effective December 15, 2024 to December 15, 2025. Trustee Reuther **seconded** the motion, which **passed unanimously** by voice vote. (Clerk's Note: Trustee Kleman was not present at this meeting.)

**6. ADJOURN**

There being no further discussion, Trustee Reuther **moved** to adjourn the meeting at 12:31 PM. Carmine Izzo **seconded** the motion, which **passed unanimously** by voice vote.

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Secretary/Trustee Tara Pavlyshin

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Traci Mehl, Deputy City Clerk