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# Ocala

## Ocala General Employees' Retirement Fund Board of Trustees

## Minutes

**Tuesday, May 26, 2026** **12:00 PM**

### 1. Call To Order & Attendance

A special joint meeting of the Boards of Trustees of the City of Ocala General Employees' Retirement System and the Ocala Police Officers' Retirement System was called to order at 12:00 p.m. by General Board Chairman Arnie Hersh

**General Board Members Present:**
Arnie Hersh, Chairman
Lyn Cole, Secretary
Hope Maynard
Charlie Varney (via Microsoft Teams)
**Absent:** Anthony Ortiz

**Police Board Members Present:**
Lenny Uptagraft, Chairman
Austin Ridge, Secretary
Brian Cretul
Holden Powell
David Layman

Others present: Mike Sommer, Janice Mitchell, Anthony Webber and Rob Hungerbuhler via Microsoft Teams. Police Board Chairman Uptagraft announced for the record that the special meeting had been properly noticed on May 22, 2026. The purpose of the meeting was to review the responses received to the Request for Proposals (RFP) for pension administration services to replace the administrative duties previously performed by Alicia Gaither.

### 2. Review of RFP Responses

Mike Sommer provided an overview of the RFP process. Approximately 14–15 requests were distributed, resulting in three proposals for the General and Police pension plans and one additional proposal for the Fire Pension Plan. He noted that two firms had expressed interest in hiring him as part of their proposals; however, he declined in order to remain independent and preserve the Boards' flexibility in selecting administrative services. The firms also requested detailed information regarding the City's current administrative processes, including payroll coordination, onboarding, retiree administration, and beneficiary management.

## 2b. Discussion of Administrative Services

The Boards discussed several operational considerations that would need to be addressed during the transition to an outside administrator, including:

- Differences in the complexity of the City's pension plans, particularly the General Employees' Plan.
- Coordination between the City and a third-party administrator.
- Responsibility for retiree payroll, direct deposits, tax reporting, and benefit processing.
- Data security, insurance coverage, and access to electronic records.
- Record retention, document digitization, and storage of physical files.
- Transition timelines and the expectation that a transition period may include operational challenges.

The Boards also reviewed the submitted proposals and discussed areas requiring clarification, including pricing structures, scope of services, local support, technology capabilities, and proposal accuracy. Members noted that some proposals contained references to incorrect pension plans and agreed that these items should be clarified during vendor presentations.

## 2c. Local Administrative Support

The Boards discussed the potential use of Mike Sommer as an independent local administrator separate from any selected pension administration firm. Mr. Sommer reviewed the services he currently provides to the Police Pension Board, including member onboarding, beneficiary updates, retiree assistance, and meeting support. The Boards discussed whether these services should be included within the selected administrator's contract or contracted separately. Mr. Sommer reiterated his preference to remain independent of any administration firm to provide the Boards with greater flexibility.

## 2d. Evaluation Process

The Boards established evaluation criteria to be used in reviewing the proposals. The criteria included:

- Experience
- Fees
- Litigation history and legal background
- Experience with similarly sized pension plans
- Local member support versus centralized call centers
- References
- Liability insurance
- Scope of services

The Boards agreed to invite all three firms to provide in-person presentations consisting of a 30-minute presentation followed by a 15-minute question-and-answer session. Special Counsel Bonni Jensen will prepare an evaluation matrix for Board members to complete following the presentations, and Mike Sommer will coordinate scheduling with the firms.

Each Board will evaluate the firms independently. If both Boards ultimately select the same administrator, opportunities for shared services and cost savings will be explored.

## 3. Motion - General Employees' Board

Motion: Lyn Cole moved to approve the evaluation criteria, scoring process, and vendor presentation format as discussed.

Second: Hope Maynard.

Vote: Motion carried unanimously.

## 4. Interim Administrative Operations

The Boards discussed several immediate operational needs during the transition period, including processing capital calls, retiree payroll, and maintaining access to administrative systems. The Boards agreed that appropriate access should be provided to necessary City staff and administrative resources to ensure uninterrupted operations. This included granting Anthony Webber access to applicable administrative portals and arranging access to Alicia Gaither's email account, or forwarding capabilities, as necessary to maintain continuity of operations.

## 5. Adjournment

There being no further business to come before the Board, the meeting was adjourned at 1:49 p.m.