

**Fixed Income Investment Oversight Group Meeting – Florida PRIME**  
**Meeting Minutes**  
**June 28, 2018 2:00 p.m. Panther Room**

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**Attending Members:** Karen Chandler – *Chief Risk & Compliance Officer*; Marcia Main – *Director, Enterprise Risk Management*; Sheilah Smith – *Director, Public Market Compliance*, Katy Wojciechowski – *Senior Investment Officer, Fixed Income*

**Members Not Present:**

**Other Attendees:** John Benton – *Senior Investment Policy Officer*; Annette Bullock – *Administrative Assistant*; Kevin Ceurvorst – *Senior Portfolio Manager, Investment Grade Credit*; Lisa Collins – *Manager, Public Market Compliance*; Cherie Jeffries – *Director, Fixed Income Trading*; Mykel Kenton – *Manager, Public Market Compliance*; Melissa Macilveen – *Financial Specialist II (FHCF)*; Gina Wilson – *Senior Director, Operations & Examinations (FHCF)*

**Minutes:** Lisa Collins – *Manager, Public Market Compliance*

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**Agenda Topics**

1. Follow-up Item from 12/20/17:

The Senior Officer, Investment Programs & Governance will meet with the CRCO and applicable RMC staff to review and discuss findings from the call with Federated regarding their performance reconciliation process.

**Conclusions:**

On 6/12/18, the Senior Officer, Investment Programs & Governance, the CRCO, and applicable SBA staff had the opportunity to meet with Amy Michaliszyn, Federated Sales Manager for Local Government Investment Pools, regarding Florida PRIME. Performance reconciliation was discussed, and the SBA requested that Federated provide a written procedure that formally documents their process. This item is closed.

2. Compliance Review of May 2018 Data:

**Conclusions:**

- A. No compliance violations were reported on the Federated Checklist.
- B. No discrepancies were identified in the verification of high risk parameters.
- C. No extraordinary transactions or holdings were identified.

3. Other Topics:

No other topics were presented for discussion.

4. Action Items:

None.