

**Fixed Income Investment Oversight Group Meeting - Florida PRIME
Meeting Minutes
September 22, 2017 2:00 p.m. Gold Coast Room**

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* (by phone)

Members Not Present:

Other Attendees: Kathy Adkins – *Manager, Financial Operations*; John Benton – *Senior Investment Policy Officer*; 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*; Mike McCauley – *Senior Officer, Investment Programs & Governance*; Kent Perez – *Deputy Executive Director*; Richard Smith – *Senior Portfolio Manager-Short Term*

Minutes: Annette Bullock – *Administrative Assistant*

Agenda Topics

1. Follow-up Item from 8/30/17:

RMC and Investment Programs & Governance will review the Florida PRIME IPS relative to legal requirements to determine if a breach of the investment guidelines would also constitute a violation of “Applicable Florida Law.”

Conclusions:

Investment Programs & Governance provided a spreadsheet cross-referencing IPS parameters with Florida Statutes 215.47 and 218.4. This will be reviewed at the next meeting.

2. Compliance Review of August 2017 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 Item:

The Investment Programs & Governance spreadsheet cross-referencing IPS parameters with Florida Statutes 215.47 and 218.4 will be reviewed at the next meeting.