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## Firefighters' Pension Investment Fund

# Audit Committee

### MEETING AGENDA

Wednesday, April 15, 2020

10:00 AM

#### **Teleconference:**

Conference Number: (234) 203-2766

Participant Code: 443-997-425

#### I. Call to Order

Chairman Hunt called the meeting to order at 10:00 AM.

#### 2. Taking of the Roll

Executive Director Atwood took the roll. Chairman Hunt, Trustee Kink and Trustee Rowitz were present.

#### 3. Approval of Minutes

A motion to approve the Committee minutes of April 3<sup>rd</sup> was made by Trustee Kink and seconded by Trustee Rowitz. The motion passed unanimously.

A motion to approve the Committee minutes of April 8<sup>th</sup> was made by Trustee Kink and seconded by Trustee Rowitz. The motion passed unanimously.

#### 4. Agency Directives Manual

Director Atwood presented the draft Agency Directives Manual and discussed meeting with Trustee Rowitz to review the manual and the changes made as a result of that meeting. Director Atwood specifically reviewed changes to the sick leave policy and discussed the parental and adoption leave policy.

Director Atwood encouraged the Committee to consider and discuss the parental and adoption leave policy. Trustee Rowitz commented that he felt that the policy was more generous than it should be and advocated for the removal of the policy. Chairperson Hunt advocated that the policy be removed and asked that for a policy on parental and adoption leave be determined at a later date.



Director Atwood stated that other benefits to be determined will need to be determined by the Board before hiring staff and stated that the parental and adoption leave policy could be determined at a later date.

A motion was made by Trustee Rowitz for Director Atwood to provide the Committee with a final draft of the Agency Directives Manual by the end of the day and include the Manual in the Board materials for the meeting on April 20<sup>th</sup>, the motion was seconded by Trustee Kink. The motion passed unanimously.

#### 5. Bookkeeping/Board Administration

Director Atwood reviewed the memorandum on proposals received from firms to provide bookkeeping and board administration services that was provided to the Committee. The firms included Lauterbach & Amen, Foster & Foster and Sikich. Director Atwood recommended the retention of Lauterbach & Amen.

A motion was made by Trustee Rowitz to accept the recommendation to retain Lauterbach & Amen subject to contract negotiations, and Trustee Kink seconded the motion. The motion passed unanimously.

There was discussion about the recommendation being considered at the April 20<sup>th</sup> board meeting. Director Atwood highlighted the need to make an adjustment to a line item in the FY 20 budget to accommodate the retention bookkeeping and board administrative services.

#### 6. Other Business

There was no other business.

#### 7. Schedule of Upcoming Meetings

Director Atwood suggested May 20<sup>th</sup> for the next meeting, and the time of 1:00 pm was discussed and agreed to without objection.

#### 8. Public Comment

There was no public comment.

#### 9. Adjournment

A motion to adjourn was made by Trustee Rowitz and seconded by Trustee Kink. The motion passed unanimously, and the meeting was adjourned at 10:23.