



# Firefighters' Pension Investment Fund

## Ad Hoc Committee on Near Term Operations

### MINUTES

Friday, April 10, 2020

10:00 AM

#### **Teleconference:**

Conference Number: (234) 203-2766

Participant Code: 443-997-425

I. Call to Order

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

II. Taking of the Roll

Executive Director Atwood took the roll. Trustee Bramwell, Trustee Chirico, and Trustee Hunt were present.

III. Election of Chairperson

Trustee Hunt assumed the duties of temporary chairperson without objection and entertained a motion to nominate a permanent Chairperson. Trustee Bramwell motioned to nominate Trustee Hunt as the permanent Chairperson of the Committee, Trustee Chirico seconded the motion. Director Atwood took the roll and Trustee Hunt was elected Chairperson on a unanimous roll call.

IV. Discussion on Job Descriptions

Director Atwood presented job descriptions for the Chief Financial Officer (CFO), Senior Portfolio Officer (SPO) and Chief Operating Officer (COO). Director Atwood noted that the FY 20 Budget includes funding for the CFO and SPO. Director Atwood highlighted the need for each office. Director Atwood told the Committee that while the positions would cover the various roles included in the job descriptions, job duties would be more collaborative during the statutory transition period.

Trustee Chirico asked about the role of CFO and the position's relationship with external vendors, Director Atwood explained that the CFO would work with external vendors to ensure that best practices and appropriate procedures are followed.

Trustee Chirico motioned to recommend the job descriptions presented, Trustee Bramwell seconded the motion. The motion passed unanimously by voice vote.

V. Discussion on Office Space



Chairperson Hunt motioned for the Committee to enter into closed session pursuant to Section 2(c)(1) of the Illinois Open Meetings Act to discuss the leasing of office space. The motion was seconded by Trustee Bramwell. The motion passed unanimously by voice vote.

A separate dial-in number was provided for Trustees to participate in closed session. The Committee entered into closed session at approximately 10:13 AM.

A motion was made by Trustee Chirico to reconvene in open session, the motion was seconded by Trustee Bramwell. The motion passed unanimously by voice vote. The Committee reconvened in open session at 10:39 am.

Trustee Chirico made a motion to direct Director Atwood to enter into a lease agreement for office space, the motion was seconded by Trustee Bramwell. The motion passed unanimously by voice vote.

VI. Other Business

There was no other business.

VII. Schedule of Upcoming Meetings

Director Atwood suggested scheduling a meeting at the call of the chair. There was no objection.

VIII. Public Comment

There was no public comment.

IX. Adjournment

A motion to adjourn was made by Trustee Chirico and the motion was seconded by Trustee Bramwell. The motion passed unanimously by voice vote. The meeting adjourned at 10:41 am.