



**MINUTES OF A REGULAR MEETING OF THE
FIREFIGHTERS' PENSION INVESTMENT FUND
ELECTIONS COMMITTEE
MAY 20, 2020**

A regular meeting of the Firefighters' Pension Investment Fund of Illinois Elections Committee was held on Wednesday, May 20, 2020 at 10:00 a.m. via videoconference in accordance with Section 5 of Governor Pritzker's Executive Order 2020-07 (COVID-19 Executive Order No. 5), pursuant to notice.

I. Call to Order

Chairman Schick called the meeting to order at 10:00 a.m.

II. Taking of the Roll

Robina Amato from Lauterbach & Amen, LLP took the roll. Chairman Schick, Trustee Nichting and Trustee Bramwell were present; there were no absences.

III. Approval of Meeting Minutes

The Committee reviewed the May 8, 2020 Elections Committee meeting minutes. A motion was made by Trustee Bramwell and seconded by Trustee Schick to approve the May 8, 2020 meeting minutes as written. Motion carried unanimously by voice vote.

IV. Voter File Vendor Presentations

Jason Franken and Barb Utterback from Foster and Foster presented the proposal for Voter File services for the Firefighters' Pension Investment Fund. Mr. Franken provided an overview of the Firm while Mrs. Utterback reviewed the key personnel qualifications and experience and proposed work plan to the Committee. Mr. Franken provided additional details regarding the data request package, local fund outreach, a timeline for project completion and provided references for the Committee's consideration. Mr. Franken concluded with a review of the cost proposal including hourly rates for the management and data entry specialist as well as an estimated total project cost. Mr. Franken and Mrs. Utterback answered all questions.

Trustee Bramwell referenced a previous inquiry submitted by the Public regarding the potential for local Pension Boards to purchase necessary software to compile and submit member data for inclusion in the master file. Mr. Franken and Mrs. Utterback reviewed the software currently in place to obtain data and provided details on how the local Boards are expected to provide data without additional costs.

Trustee Nichting inquired about the estimated total cost provided in the proposal and approximately how many members total would be included in the master voter file.

Allison Barrett from Lauterbach & Amen, LLP presented the proposal for Voter File services for the Firefighters' Pension Investment Fund. Mrs. Barrett reviewed the



Firm's profile, key engagement personnel and the scope of services including the voter file timeline to the Committee. Mrs. Barrett reviewed details regarding accuracy, timeliness and the cost proposal for the project completion including the hourly rate, estimated hours of completion and total estimated project cost.

Mrs. Barrett provided additional resources for the Committee's consideration as well as a list of current Article 4 Pension Funds served by Lauterbach & Amen, LLP.

Mr. Zahn inquired about details regarding the proposed timeline from Lauterbach & Amen, LLP and Foster and Foster. Mrs. Barrett and Mr. Franken answered all questions.

V. Review of 2020 Trustee Election Rules

Steve Zahn presented an amended draft of the 2020 Trustee Election Rules to the Committee. Mr. Zahn reviewed amendments to the eligibility of deferred pensioner's to both vote and run for the FPIF Board of Trustees, nominating petition format, position eligibility and the election panel makeup.

Trustee Bramwell inquired about a valid petition still being required by the candidate in the event only one candidate is eligible for the position.

The Committee discussed the election panel in further detail to include 3 individuals; 1 active participant; 1 beneficiary and 1 municipal executive. An amended version of the election rules will be provided to the Committee for review and approval at the next scheduled meeting.

VI. Review of 2020 Trustee Election Schedule

Steve Zahn presented an amended draft of the 2020 Trustee Election Schedule to the Committee for review. Amendments included vendor review at the June 1, 2020 FPIF Board Meeting, date changes for the selection of the election panel and petition examinations.

VII. Review of 2020 Trustee Election Candidate Packet

Steve Zahn presented a preliminary outline of documents in the Election Candidate Packet including a cover letter to potential candidates, election rules, election timelines, by-laws, and certain provisions of Article 1 and Article 22C of the Illinois Pension Code. Mr. Zahn described an instruction sheet for candidate petitions to also be included in the candidate packet. Further discussion will be held at the next scheduled meeting.

VIII. Review of Electronic Nominating Petition Vendor Request for Information

Mr. Zahn reviewed the Request for Information Form for Electronic Nominating Petition Vendors that was previously published and informed the Board all proposals are due May 20, 2020 at 4:30 p.m. All proposals submitted will be sent to the Committee for consideration at the next scheduled meeting.



The Committee unanimously recommended utilizing electronic petitions for candidates as the prudent action to take due to the current and ongoing health and safety concerns regarding COVID-19.

The Committee confirmed the ability for future Board members to amend the requirement for electronic petitions to revert back to written petitions as necessary.

IX. Other Business

There was no other business to discuss.

X. Schedule of Upcoming Meetings

The Board noted the next Elections Committee Meeting will be held on Tuesday, May 26, 2020 at 2:00 p.m.

XI. Public Comment

There was no public comment.

XII. Adjournment

A motion was made by Trustee Bramwell and seconded by Trustee Nichting to adjourn the meeting at 11:10 p.m. Motion carried unanimously by voice vote.