



FIREFIGHTERS' PENSION INVESTMENT FUND

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**MINUTES OF A REGULAR MEETING OF THE
FIREFIGHTERS' PENSION INVESTMENT FUND
ELECTIONS COMMITTEE
AUGUST 21, 2020**

A regular meeting of the Firefighters' Pension Investment Fund of Illinois Elections Committee was held on Friday, August 21, 2020 at 10:00 a.m. at the FPIF Headquarters located at 1919 S. Highland Avenue – Building A, Suite 237, Lombard, Illinois 60148 and via videoconference in accordance with Public Act 101-0640, pursuant to notice.

I. Call to Order

Chairman Schick called the meeting to order at 10:04 a.m.

II. Taking of the Roll

Robina Amato from Lauterbach & Amen, LLP took the roll. Chairman Schick and Trustee Bramwell were present; Trustee Nichting was absent.

Also present: Director Bill Atwood, COO Steve Zahn, CFO David Zaloga, Administrative Assistant Erin White, Trustee Brad Cole and Portfolio Officer Mitchell Green, FPIF Staff/Board Members; John Westerhaus, Survey and Ballot Systems; Robina Amato and Allison Barrett, Lauterbach & Amen, LLP (L&A)

III. Approval of July 16, 2020 and July 21, 2020 Meeting Minutes

The Committee reviewed the July 16, 2020 elections committee meeting minutes. A motion was made by Trustee Schick and seconded by Trustee Bramwell to approve the July 16, 2020 meeting minutes as written. Motion carried by roll call vote.

AYES: Chairman Schick and Trustee Bramwell

NAYS: None

ABSENT: Trustee Nichting

The Committee reviewed the July 21, 2020 elections committee meeting minutes and noted the *Voter File Update* should reflect 265 funds have submitted data rather than 255. A motion was made by Trustee Schick and seconded by Trustee Bramwell to approve the July 21, 2020 meeting minutes as amended. Motion carried by roll call vote.

AYES: Chairman Schick and Trustee Bramwell

NAYS: None

ABSENT: Trustee Nichting

IV. Elections Update by Survey and Ballot Systems

Steve Zahn introduced John Westerhaus from Survey and Ballot Systems to provide an update to the current 2020 FPIF Trustee election process. Mr. Westerhaus reviewed the

client onboarding process and provided a presentation detailing the pre-development phase, handoff meeting, development phase, test batch, voting period, results/tabulation process and the 2020 FPIF Trustee Election Preliminary Timeline. Mr. Westerhaus also reviewed the role Allie Betts will play as the Client Services Representative from Survey and Ballot Systems for the 2020 FPIF Trustee election.

Steve Zahn addressed the Board regarding potential changes to the election dates of November 1, 2020 through December 1, 2020 to compensate for possible delays with the United States Postal Service.

Trustee Cole addressed Mr. Westerhaus on the timeline needed for the voter file to be completed and submitted to Survey and Ballot Systems and inquired about the need for a change in utilizing a due date for ballots versus a postmarked date while referencing prior discussions regarding this issue.

Trustee Bramwell inquired on whether or not there have been recent delays due to COVID-19 with current elections that Survey and Ballot Systems currently have ongoing and Mr. Westerhaus explained some of the current delays the company is experiencing.

The Board discussed potential flexibility dates at the front end of the election ballot timeline with a hard-due date of December 1, 2020 for all ballots to be received to remain in place. Steve Zahn will work with Survey and Ballot Systems on a revised timeline for ballots to be sent to members and further discussion will be held at the next scheduled meeting.

V. Appointment of Elections Panel

Steve Zahn apprised the Board that the Associated Firefighters of Illinois (AFFI) has submitted the following recommendations for the Elections Panel: deferred member Pat Devaney from the Champaign Firefighters' Pension Fund to serve as a beneficiary representative and active member Steve Shetsky from the Lincolnshire-Riverwoods FPD Firefighters' Pension Fund to serve as the active representative. The Board also received a recommendation from the Illinois Municipal League (IML) for Patrick Hayes, who is the general legal counsel for the IML to serve as the executive representative. These recommendations will be considered by the FPIF Board of Trustees at the August 31, 2020 meeting.

VI. Voter File Update

Allison Barrett from Lauterbach & Amen, LLP updated the Committee on the voter file progress with 12 funds remaining outstanding to submit the requested data to L&A. Three of the aforementioned funds have been in contact with L&A and are currently working on completion of their files, one fund will have the required data compiled by L&A, one fund remains non-compliant and the remaining seven unresponsive funds have been referred to Director Atwood and Steve Zahn for further assistance.

Ms. Barrett inquired about the formatting necessary to submit the completed file to Survey and Ballot Systems and will receive further instruction directly from Survey and Ballot Systems.

VII. Other Business

There was no other business to discuss.

VIII. Schedule of Upcoming Meetings

The Board noted the next Elections Committee Meeting will be scheduled at the call of the Chair, there was no objection.

IX. Public Comment

Trustee Cole thanked Chairman Schick for allowing his participation in previous discussions regarding the 2020 FPIF Trustee election.

X. Adjournment

A motion was made by Trustee Shick and seconded by Trustee Bramwell to adjourn the meeting at 10:57 a.m. Motion carried by roll call vote.

AYES: Chairman Schick and Trustee Bramwell

NAYS: None

ABSENT: Trustee Nichting