

## ILLINOIS POLICE OFFICERS' PENSION INVESTMENT FUND

ELECTION COMMITTEE

## MEETING MINUTES – AUGUST 5, 2020

A meeting of the Illinois Police Officers' Pension Investment Fund's Election Committee was held on Wednesday, August 5, 2020 at 9:00 a.m. through the Zoom Digital Platform.

**TRUSTEES PRESENT:** Brian Prochaska  
Elizabeth Holleb  
Michael Inman

**TRUSTEES ABSENT:** None

**OTHERS PRESENT:** Brad Cole, Trustee  
Richard White, Executive Director  
Rick Reimer, General Counsel, Reimer & Dobrovolny, PC  
Allie Rysell, Plan Administrator, Foster & Foster, Inc.  
Barb Utterback, Plan Administrator, Foster & Foster, Inc.

**CALL TO ORDER:** Mr. White called the meeting to order at 9:00 a.m.

**ROLL CALL:** All Trustees were present as reflected above.

**MEETING MINUTES:** *Review/Approve – July 22, 2020 Election Committee Meeting Minutes:* The Trustees reviewed the minutes from the July 22, 2020 election committee meeting. Chair Prochaska recommended a revision to the time of adjournment. A motion was made by Trustee Holleb and seconded by Trustee Inman to approve the minutes of the election committee on July 22<sup>nd</sup> with the recommended adjournment time revision. Motion carried unanimously by roll call vote.

**AYES:** Trustees Prochaska, Holleb, and Inman  
**NAYS:** None  
**ABSENT:** None

**OLD BUSINESS:** There was nothing outstanding to discuss.

**NEW BUSINESS:** *Status Update – Request for Proposal for Third-Party Election Services Provider to Conduct Trustee Elections:* Mr. White reviewed his memorandum dated August 5, 2020 regarding an "Election Vendor Proposal – Update" with the Committee. Mr. White stated that the Committee last met on July 22, 2020. The approved Request for Proposal was posted on the Fund's dedicated Facebook and LinkedIn pages and emailed to the vendors that were interested. Based on the RFP timeline developed by the Committee, vendors were directed to

submit any questions by July 31, 2020. Mr. White noted that he did not receive any questions regarding the RFP. Proposals are due on August 21, 2020, in preparation for the scheduled Committee meeting on August 25, 2020. All proposals will be reviewed during the meeting, and a recommendation for a qualified vendor to conduct the trustee elections will be made to the full Board at the meeting scheduled for August 28, 2020.

*Review/Approve – Amendment(s) to Board of Trustees Election Policy and Procedures:* Mr. White reviewed his memorandum dated August 5, 2020 regarding the “Election Policy (Rules) Revision” with the Committee. The previously discussed changes and amendments were incorporated in the final policy document, along with the suggested changes by Trustee Cole. Trustees recommended a few additional minor language changes to the policy. A motion was made by Trustee Inman and seconded by Trustee Holleb to adopt the recommended Election Policy Rules, as amended, with a recommendation to forward the policy to the full Board for their approval. Motion carried unanimously by roll call vote.

AYES: Trustees Prochaska, Holleb, and Inman  
NAYS: None  
ABSENT: None

*Status Update – Candidate Nomination Process:* Mr. White reviewed his memorandum dated August 5, 2020 regarding the “Candidate Nomination Process - Update” with the Committee. Mr. White provided an update and information relating to the candidate nomination process. The Candidate packet and a copy of the Election Rules were posted on the Fund’s Dropbox account, with a link provided to download the necessary forms and instructions on the Fund’s dedicated Facebook and LinkedIn pages. These materials were also provided to all interim Board Trustees for review. Completed forms are due no later than 4:30 p.m. Central Daylight Time on August 28, 2020. A reminder notice will be posted on the Fund’s social media accounts as the deadline approaches. Further discussion will be held at the next meeting.

*Update – Voter Database Responses from Article 3 Funds:* Mr. White reviewed his memorandum dated August 5, 2020 regarding the “Elector Database Progress” with the Committee. An update was provided to the Committee regarding the voter database responses from Article 3 Funds and the construction of the voter database. Foster & Foster sent the initial request via email and completed spreadsheets are currently being received. Reminder notices will be emailed as the August 28, 2020 deadline approaches.

*Status Update – Municipal Voter Database:* Mr. White stated that he received a database prepared by the Illinois Municipal League that contains the names and contact information for the municipal members eligible to vote in the upcoming election. Email addresses were not requested or provided at this time.

*Review/Possible Action – Meeting Schedule Changes (If Needed):* There were no changes made to the timeline or dates for future committee meetings.

Attorney Reimer recommended that all previous draft memos that were prepared by Mr. White and distributed to the Committee for review should be approved and released. Attorney Reimer

suggested that these draft memos be listed on the August 25, 2020 Agenda for approval and release. The Committee will review the draft memos at a future meeting.

*Trustee Cole left the meeting at 9:44 a.m.*

*Status Update – Election Timeline and Tasks:* There were no changes made to the established Timeline. The next Election Committee meeting will be held on August 25, 2020 at 1:00 pm. The meeting will be held through the Zoom digital platform, unless the Governor's Executive Order and Disaster Proclamation is not extended, and the Committee is required to meet in person.

**CLOSED SESSION (IF NEEDED):** There was no need for closed session.

**PUBLIC COMMENT:** There was no public comment.

**ADJOURNMENT:** A motion was made by Trustee Inman and seconded by Trustee Holleb to adjourn the meeting at 9:51 a.m. Motion carried unanimously by roll call vote.

AYES: Trustees Holleb, Inman, and Prochaska  
NAYS: None  
ABSENT: None

Approved by:



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Brian Prochaska, Chairperson

Date Approved by the Committee: August 25, 2020

*The next meeting of the Illinois Police Officers' Pension Investment Fund's Election Committee will be held on Tuesday, August 25, 2020 at 1:00 p.m. via the Zoom Digital Platform.*