

ILLINOIS POLICE OFFICERS' PENSION INVESTMENT FUND

AUDIT COMMITTEE

MEETING MINUTES – SEPTEMBER 28, 2020

A meeting of the Illinois Police Officers' Pension Investment Fund's Audit Committee was held on Monday, September 28, 2020 at 11:00 a.m. through the Zoom Digital Platform.

TRUSTEES PRESENT: Elizabeth Holleb
Mark Poulos
Phil Suess

TRUSTEES ABSENT: None

OTHERS PRESENT: Michael Inman, Trustee
Richard White, Executive Director
Rick Reimer, General Counsel, Reimer & Dobrovolny, PC
Steve Earnhardt, Accountant/CFO, Lauterbach & Amen, LLP
Allie Rysell, Plan Administrator, Foster & Foster, Inc.
Members of the Public

CALL TO ORDER: Committee Chairperson Holleb called the meeting to order at 11:04 a.m.

ROLL CALL: All trustees were present as reflected above.

NEW BUSINESS: A memorandum dated September 28, 2020 regarding "Audit Committee Agenda Items" was prepared by Mr. White for the Committee to review.

Audit Committee Policy: The Committee reviewed the draft Audit Committee Policy (PP-2020-09) prepared by Mr. White and Attorney Reimer. The Audit Committee's Purpose and Background, Committee Responsibilities, and Policy Review were reviewed and discussed in detail. Committee Chairperson Holleb reviewed her suggested language changes with the Trustees for consideration. Trustees Suess and Poulos provided their comments and suggestions for additional language changes to the policy. Mr. White, Attorney Reimer, and the Trustees agreed to all discussed language changes. A motion was made by Trustee Poulos and seconded by Trustee Suess to recommend the Audit Policy to the full Board for approval, as amended. Motion carried unanimously by roll call vote.

AYES: Trustees Holleb, Poulos and Suess
NAYS: None
ABSENT: None

The Audit Committee Policy will be reviewed for Board approval at the October 9, 2020 meeting. Further discussion will be held at a future Audit Committee meeting.

Request for Proposal (RFP) For Audit Services: The RFP for auditing services to conduct the Fund's internal audit for the fiscal years 2020 and 2021 was approved by the Board and posted on August 21, 2020. Committee Chairperson Holleb noted that proposals for auditing services were submitted by Baker Tilly US, LLP, Plante & Moran, PLLC, Selden Fox, LTD, and Sikich, LLP. One firm, Crowe, LLP, submitted a no bid response indicating that they reviewed the RFP and will not submit a proposal at this time.

Mr. White noted that the RFP for auditing services was included in the agenda packet for reference along with the Fund's response to questions, which was provided to all firms and posted on the Fund's LinkedIn and Facebook pages on September 4, 2020. Committee Chairperson Holleb reviewed the revised RFP scoresheet that was prepared to align with the RFP that was issued. All questions were answered by Committee Chairperson Holleb and Mr. White. The Committee reviewed and discussed all proposal submittals. After discussion, the Committee requested reference checks be obtained for all four candidates for review at the October 9, 2020 Board meeting.

Trustee Inman left the meeting 11:58 a.m.

The Committee discussed obtaining a draft contract agreement from Baker Tilly US, LLP for Attorney Reimer to review. Trustee Suess discussed the proposed contract agreement and term length with Attorney Reimer and the Trustees. Mr. White noted that the Fund can engage an auditor for a longer term in the future. A motion was made by Trustee Suess and seconded by Trustee Poulos to recommend the selection of Baker Tilly US, LLP to the full Board subject to the completion of reference checks for all four firms who submitted a proposal prior to the October 9, 2020 Board meeting and a two-year agreement being successfully negotiated by Attorney Reimer for the fiscal years 2020 and 2021. Motion carried unanimously by roll call vote.

AYES: Trustees Holleb, Poulos and Suess
NAYS: None
ABSENT: None

Committee Chairperson Holleb noted that she is pleased with the RFP responses and considers all candidates qualified. Trustee Suess thanked Committee Chairperson Holleb for all of her work on the RFP for auditing services and RFP scoresheet.

Procurement Policy: The Committee reviewed the draft Procurement Policy (PP-2020-11) prepared by Mr. White and Attorney Reimer. The Procurement Policy's Introduction, Objectives, Guidelines, Request for Proposal, Black-Out Periods, and Policy Review were reviewed and discussed in detail. All Trustees reviewed their suggested language changes with Mr. White and Attorney Reimer for consideration. Committee Chairperson Holleb also recommended that the Board include RFP scoresheet language in the policy. Mr. White, Attorney Reimer, and the Trustees agreed to all discussed language changes. Mr. White requested that any additional requests for language changes to the policy be provided to his attention. The Committee will review the revised Procurement Policy at the next committee meeting for approval at the November 13, 2020 Board meeting.

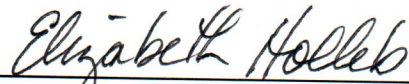
Establish Future Audit Committee Meeting(s): The Audit Committee's next meeting was scheduled for Friday, October 16th at 11:00 a.m. through Zoom.

PUBLIC COMMENT: There were no comments from the public.

ADJOURNMENT: With no further business to discuss, a motion was made by Trustee Poulos and seconded by Trustee Suess to adjourn the meeting at 1:09 p.m. Motion carried unanimously by roll call vote.

AYES: Trustees Holleb, Poulos and Suess
NAYS: None
ABSENT: None

Approved by:



Elizabeth Holleb, Committee Chairperson

Date Approved by the Audit Committee: 10-16-2020

The next meeting of the Illinois Police Officers' Pension Investment Fund's Audit Committee will be held on Friday, October 16, 2020 at 11:00 a.m. via the Zoom Digital Platform.