

## ILLINOIS POLICE OFFICERS' PENSION INVESTMENT FUND

ELECTION COMMITTEE

## MEETING MINUTES – AUGUST 25, 2020

A meeting of the Illinois Police Officers' Pension Investment Fund's Election Committee was held on Tuesday, August 25, 2020 at 1:00 p.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.

**CALL TO ORDER:** Committee Chairperson Prochaska called the meeting to order at 1:03 p.m.

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

**MEETING MINUTES:** *Review/Approve – August 5, 2020 Election Committee Meeting Minutes:* The Trustees reviewed the minutes from the August 5, 2020 Election Committee meeting. A motion was made by Trustee Holleb and seconded by Trustee Inman to approve the August 5, 2020 meeting minutes as presented. 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:** *Request for Proposal (RFP) for Third-Party Election Services Provider to Conduct Trustee Elections – Review and Discuss RFP Responses:* Committee Chairperson Prochaska informed the Trustees that RFP responses for a third-party election services provider were due on August 21, 2020 and no bids were received. Mr. White obtained contact information for the Illinois Firefighters' Pension Investment Fund's (IFPIF's) selected third-party election services provider, Survey & Ballot Systems (SBS), from Mr. Bill Atwood, Interim Executive Director for the IFPIF. Mr. White contacted Mr. John Westerhaus, Account Manager at SBS, to inquire if they were interested in providing third-party election services to the IPOPIF. Mr. Westerhaus indicated that SBS is interested in providing election services to the IPOPIF, and a

preliminary proposal and cost estimate was prepared for the Committee's review and consideration.

*Request for Proposal (RFP) for Third-Party Election Services Provider to Conduct Trustee Elections – Discussion/Possible Action – Election Services Provider:* Mr. White reviewed SBS's preliminary proposal and cost estimate with the Committee. The Paper Ballot Services, Distribution of Paper Ballot Packages, Project Execution & Chain of Custody, and Price was reviewed in detail with the Trustees. The total estimated cost to conduct the trustee elections is \$19,794. Mr. White also reviewed the Options for Candidate Observation Services and the associated costs. The fees associated with processing ballots on-site at the IPOPIF office and reporting services totaled \$7,980, plus travel expenses for two SBS staff members. The fees associated with processing ballots on the Zoom Digital Platform for candidates and staff to observe virtually totaled \$3,215.

The Committee discussed the estimated pricing and inquired if the IFPIF received additional proposals for third-party election services. Trustee Cole, Vice-Chairperson on the Board of Trustees of the IFPIF, provided a brief overview of the IFPIF's selection process for a third-party election services provider. He indicated that the IFPIF's Election Committee received three proposals for third-party election services. SBS's pricing was consistent and comparative by cost with the other two proposals, noting that their price was not the highest. Trustee Cole also stated that the election timeline was discussed in detail by the IFPIF's Election Committee to ensure adequate time is allocated for the timely delivery of ballots to eligible voters. He indicated that SBS has been very accessible to the IFPIF. Mr. White thanked Trustee Cole for his comments and participation.

Committee Chairperson Prochaska reviewed various sections of the adopted Election Policy (PP-2020-03). He indicated that if the Committee is satisfied with SBS's proposed election process, it may be prudent to revise certain portions of the Election Policy for consistency purposes. Attorney Reimer noted that minor changes can be made to the Election Policy to adhere to SBS's proposed election process. All questions were answered by Attorney Reimer and Mr. White.

Committee Chairperson Prochaska indicated that he would prefer to forego the additional expenditure to observe the counting of ballots. He would like to amend the Election Policy to allow for the daily tabulation of ballots by SBS. Trustees Holleb and Inman agreed with Committee Chairperson Prochaska's recommendation. Trustee Holleb informed the Committee that she is comfortable with SBS's proposed election process, noting that minor adjustments to the Election Policy would be appropriate. A motion was made by Trustee Holleb and seconded by Trustee Inman to approve Survey & Ballot Systems (SBS) as a vendor and to direct Mr. White and Attorney Reimer to start drafting a contract with SBS for election services. Motion carried unanimously by roll call vote.

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

Mr. White informed the Committee that a final proposal will be prepared by SBS and presented to the Board at the August 28, 2020 special meeting. The draft contract agreement will be provided

to the Board to review once finalized. All questions pertaining to the contract agreement were answered by Attorney Reimer. The Election Policy may be revised and reviewed with the Board of Trustees at a future meeting.

*Status Update – Nomination Process:* Mr. White provided a verbal update to the Committee regarding the status of the Nomination Process. He noted that the nomination period will close at 4:30 p.m. Central Daylight Time on August 28, 2020. A status update will be provided at a future Board meeting.

*Status Update – Voter Database Responses from Article 3 Funds:* Mr. White and Ms. Rysell provided a verbal update to the Committee regarding the status of the Voter Database project. Approximately half of all Article 3 Illinois pension funds have responded to the Fund's request for voter information. The voter database project is still in process, and another update will be provided at a future Board meeting.

Mr. White informed the Committee that an attorney representing a participating Article 3 pension fund submitted an inquiry concerning the Personal Information Act as it relates to the voter file data request. To accommodate this inquiry, Attorney Reimer recommended the Board approve an addendum to Foster & Foster's contract agreement to include a provision that the administrator implement and maintain reasonable security measures to protect the Transition Board's records from unauthorized access, acquisition, destruction, use, modification or disclosure. The draft addendum will be reviewed at the August 28, 2020 Board meeting.

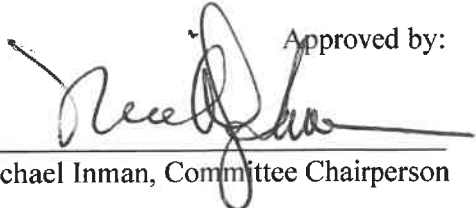
*Review/Possible Action – Meeting Schedule Changes (If Needed):* No additional Election Committee meetings were scheduled for the remainder of the year. Mr. White noted that the Committee may hold additional meetings if needed.

**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 2:13 p.m. Motion carried unanimously by roll call vote.

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

Approved by:  
  
Michael Inman, Committee Chairperson

Date Approved by the Committee: January 22, 2021

*The next meeting of the Illinois Police Officers' Pension Investment Fund's Election Committee will be held on January 22, 2021 at 11:00 a.m. on the Zoom Digital Platform.*