

Ohio Police & Fire Pension Fund

MINUTES

**Administration / Audit Committee
140 East Town Street, Columbus, Ohio 43215
September 24, 2019**

Committee Chair John Wainscott called the meeting to Order 12:50 pm.

In attendance:

Committee Members/Trustees:

Britt, **Corvi**, Desmond, M. Miller, Montgomery, Moore and **Wainscott**

Staff: Foley, Graham, Harville, Holodnak, M. Jordan, McCann, McElroy, S. Miller, B. O'Brien, Rankin and Sparks

Others: None

Staff:

Excuse Trustees:

Mr. Wainscott moved and Mr. Corvi seconded a motion to excuse Ms. Maloney Stifler from today's Administration and Audit Committee meeting. The motion passed with the roll call vote as follows:

Ayes: Corvi and Wainscott

Nays: None

AGENDA ITEM 1:

Approval of Minutes: Mr. Wainscott moved and Mr. Corvi seconded the motion to approve the June 18, 2019 Administration/Audit Committee minutes. The motion passed with a roll call vote as follows:

Ayes: Corvi and Wainscott

Nays: None

AGENDA ITEM 2:

Business and Technology Solutions Report:

Mr. Brian O'Brien BTS Director, updated the committee on the following key activity:

- | | |
|--|--|
| – Hired Senior Network Engineer, Systems & Network Support Technician and System Administrator | – Continue efficiency improvements and capacity planning |
| – Open positions, Systems & Network Support Technician, Software Development Manager and Software Development Supervisor | – RFP for Pension Management System (V3) |
| | – Server virtualization project |
| | – Board Room technology upgrade proposal |

AGENDA ITEM 3:

Internal Auditor Status Update:

Ms. Caren Sparks summarized of Internal Audit Activity report for the period ending September 16, 2019. The report informed the Committee of the various projects in process and/or completed by Internal Auditor, on the Investments Cash Management Limited Scope Review and the Procurement audit.

AGENDA ITEM 4:

OP&F Communications Plan:

The Communications Plan outlines the initiatives OP&F has in place to communicate significant information, decisions, policies and accomplishments to a number of specific audiences – including active members, retirees, survivors, employers, state leadership, OP&F employees and the general public.

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After significant discussion the committee decided to use Twitter as OP&F's main social media tool. OP&F's Facebook page will have a link to the Twitter account and posts to Facebook will be at the discretion of the Board. OP&F also has a YouTube page where our videos are available.

Mr. Wainscott moved and Mr. Corvi seconded a motion that the Administration/Audit Committee recommends the Board to adopt the 2019 OP&F Communications Plan as discussed. The motion passed with a roll call vote as follows:

Ayes: Corvi and Wainscott

Nays: None

AGENDA ITEM 5:

2020 Board Meetings & Event Calendar:

The committee reviewed the 2020 Board Meetings & Events calendar and noted, that the board will not meet in November 2020. It was also noted that OP&F will meet in November 2019 and move the December 2019 meeting dates to the 3rd and 4th of December.

AGENDA ITEM 6:

For Your Information Section: The Pending and Pre- Approval of Trustee Travel report located under the For Your Information tab is provided for trustees to monitor their travel expenses as requested by ORSC.

Adjournment:

Meeting adjourned at 1:58 p.m.



John Wainscott, Committee Chair
Administration/Audit Committee

Committee Materials Provided/Attached:

1. Administration/Audit Minutes 6/18/2019;
2. B. O'Brien 's Business and Technology Solutions Repot 092419
3. C Sparks' Internal Audit Status Update memo dated 092319 and Summary of Internal Audit Activity, period ending September 16, 2019
4. D. Graham, Communications Plan memo with motions and 2020 OP&F Communication Plan;
5. 2020 Meetings and Events Calendar;
6. Pending and Pre-Approval of Trustees Travel Report (Under FYI Section).