

## ILLINOIS POLICE OFFICERS' PENSION INVESTMENT FUND

ELECTION COMMITTEE

## MEETING MINUTES – JULY 22, 2020

A meeting of the Illinois Police Officers' Pension Investment Fund's Election Committee was held on Wednesday, July 22, 2020 at 11:00 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.  
Jerry Marzullo, Conflict Counsel, Puchalski Goodloe Marzullo  
(*joined at 11:07 a.m.*)  
Mark Poulos, Trustee (*joined at 11:45 a.m.*)

**CALL TO ORDER:** Mr. White called the meeting to order at 11:05 a.m.

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

**MEETING MINUTES:** *Review/Approve – July 7, 2020 Election Committee Meeting Minutes:*  
The committee reviewed the minutes from the July 7, 2020 election committee meeting. A motion was made by Trustee Holleb and seconded by Trustee Inman to approve the minutes as presented. Motion carried unanimously by roll call vote.

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

**OLD BUSINESS:** *Request for Proposal for Third-Party Election Services Provider to Conduct Trustee Elections:* Attorney Reimer reviewed the revised Request for Proposal for a Third-Party Election Services Provider to conduct the trustee elections. Trustees Holleb and Chairperson Prochaska recommended a few language changes to the RFP. Mr. White reviewed the proposed RFP timeline with the committee. The committee determined that the RFP will be posted on July 24<sup>th</sup> and the deadline to submit RFP questions to Mr. White will be on July 31<sup>st</sup> by 4:30 p.m. Central Daylight Time. The deadline for applicants to submit their RFP response will be on August 21<sup>st</sup> by 4:30 p.m. Central Daylight Time. The committee will meet to review submittals and a

recommendation will be provided to the board at their August 28<sup>th</sup> special meeting. All questions were answered by Mr. White and Attorney Reimer. A motion was made by Trustee Inman to approve the Request for Proposal contingent upon the language as discussed. Trustee Holleb discussed amending the RFP to include an attachment of the current Election Policy that was approved by the Trustees at their July 10<sup>th</sup> board meeting. Trustee Inman withdrew his motion. A motion was made by Trustee Holleb and seconded by Trustee Inman to approve the draft Request for Proposal for an Election Vendor with the language discussed and dates inserted as part of this discussion. Motion carried unanimously by roll call vote.

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

Mr. White will revise the RFP as discussed and will provide a finalized copy to the committee for review prior to publishing. Ms. Rysell will publish the adopted RFP on July 24<sup>th</sup> on the Fund's LinkedIn and Facebook pages. A copy will also be distributed to various organizations for posting on their respective websites. Further discussion regarding the RFP will be held at the next committee meeting.

**NEW BUSINESS:** *Review/Approve – Amendment(s) to Board of Trustees Election Policy and Procedures:* Mr. White reviewed a memorandum dated July 22, 2020 regarding the “Amendment to Election Policy and Procedure (Rules)” with the committee. The committee may consider revising the recently approved Rules to identify the candidates that are qualified to run in the election. The Rules may include language for a candidate that withdraws his or her nomination, becomes ineligible, and/or is disqualified to participate in the election. Mr. White reviewed the new rules as defined in Section I, Paragraphs 33, 34, and 35 with the committee and discussion followed. Chairperson Prochaska and Trustee Cole recommended additional language changes to the policy. Chairperson Prochaska recommended a modification to Paragraph 34 to include withdraw/ineligible language. Mr. White, Attorney Reimer, and the Trustees agreed upon the recommended change. A motion was made by Trustee Holleb and seconded by Trustee Inman to approve the new election rules as discussed and defined in Section I, Paragraphs 33, 34 and 35 and to recommend them to the Transition Board of Trustees for approval. Motion carried unanimously by roll call vote.

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

*Review/Possible Approval – Draft Candidate Application Form(s):* Attorney Reimer reviewed the draft candidate application forms with the committee and recommended various language changes to the draft forms. The committee determined that the Candidate Information Form will be revised to be titled as the Statement of Candidacy. An individual Statement of Candidacy form will be created for an active officer trustee representative, beneficiary trustee representative, and municipal trustee representative. The third paragraph on the Statement of Candidacy form will be removed and similar language will be added at the bottom of the form along with a signature line. The Statement of Candidacy forms will also be amended to include a ballot designation title.

Attorney Reimer will modify the Statement of Candidacy forms based on committee discussion and the revised forms will be distributed to the committee members for review. A motion was made by Trustee Inman and seconded by Trustee Holleb to approve the Statement of Candidacy forms contingent upon the addition of the language as discussed. Motion carried unanimously by roll call vote.

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

*Review/Possible Approval – Draft Candidate Nomination Form(s):* Attorney Reimer reviewed the draft candidate nomination forms. The Active Police Officer Candidate Petition, Beneficiary Trustee Candidate Petition, and Municipal Trustee Candidate Petition were reviewed and discussed by the Trustees. The committee discussed the rules for challenging candidate nominations and petitions. Mr. White and Attorney Reimer recommended a language modification to Paragraph 30 in Section H of the Rules to address this concern. Attorney Reimer and Trustee Cole discussed the process of circulating candidate petitions with the committee. Trustee Poulos joined the committee's discussion regarding this process. Additional language changes will be made to the last paragraph on each petition regarding their circulator and their respective class. The petitions will be modified by Attorney Reimer and distributed to the Trustees for review prior to posting. A motion was made by Trustee Inman and seconded by Trustee Holleb to approve the draft candidate nominations forms with the edits as discussed. Motion carried unanimously by roll call vote.

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

The finalized Statement of Candidacy forms and Candidate Petitions will be posted on the Fund's LinkedIn and Facebook pages. A copy will also be distributed to various organizations for posting on their respective websites.

*Review/Approve – Amendment(s) to Board of Trustees Election Policy and Procedures (continued):* The committee discussed modifying Paragraph 30 in Section H of the Rules to address challenges for the nomination petition validation process. Chairperson Prochaska recommended that a new paragraph (Paragraph 32) is created to include language that indicates that any person submitting a challenge for the election results or nominating petitions must be a member of the same class as the candidate being challenged. Attorney Reimer, Mr. White and the Trustees agreed upon this recommended change. Mr. White will revise the Rules to include Paragraph 32 to Section H. A revised version will be distributed to the Trustees for review. A motion was made by Trustee Holleb and seconded by Trustee Inman to adopt language in Section H, Paragraph 32 as discussed. Motion carried unanimously by roll call vote.

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

*Review/Adopt – Draft Administrative Appeal Rules:* A memorandum dated July 22, 2020 regarding the “Nomination and Election Challenge Rules” was reviewed with the committee. Attorney Marzullo reviewed the draft Administrative Appeal Rules with the committee. The timelines were reviewed along with the general hearing process and procedures. Attorney Marzullo noted that a fourth bullet point will be added under the Processing Objections section to note that the Rules will be added as an additional attachment. A motion was made by Trustee Holleb and seconded by Trustee Inman to incorporate the “Challenge of Nomination Petitions and Election Results” to the Rules as presented, with the suggested edits inside Section H of the Board Election Policy. Motion carried unanimously by roll call vote.

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

**CORRESPONDENCE:** *Status Update – Response from July 10, 2020 Outreach Memo:* Ms. Rysell provided an update to the committee regarding the response from the July 10, 2020 outreach memo. The memo was mailed and emailed to all Article 3 Pension Funds. Foster & Foster has been contacting pension funds to obtain updated contact information for all emails that were returned.

*Review – Draft Voter Database Materials to be sent to Article 3 Pension Funds:* Ms. Rysell reviewed the draft voter database materials that will be sent to all Article 3 Pension Funds for completion. A few additional adjustments will be made to the voter database materials to ensure consistency with the Rules. Once finalized, A copy will be provided to Attorney Reimer and Mr. White for review prior to distribution.

*Discussion/Possible Action – Draft Memo to Municipalities:* Mr. White noted that a memo will be prepared and sent to the Illinois Municipal League to request municipal contact information for the purposes of conducting the trustee elections. A status update will be provided at the next committee meeting.

*Review/Possible Action – Meeting Schedule Changes (If Needed):* Mr. White reviewed a memorandum dated July 22, 2020 regarding the “Election Committee Meeting Schedule Dates” with the committee. The committee established their next meetings as Wednesday, August 5<sup>th</sup> at 9:00 a.m. at the Fund’s Interim Office location in Naperville, and August 25<sup>th</sup> at 1:00 p.m. at a location to be determined. *(Post meeting note: Due to the Governor’s July 24<sup>th</sup> disaster proclamation and Chairperson Curry’s findings, the Election Committee’s August 5<sup>th</sup> meeting will be held on the Zoom digital platform.)*

*Status Update – Election Timeline and Tasks:* Mr. White reviewed a memorandum dated July 22, 2020 regarding the “Timelines for the POPIF to Complete the Election Cycle” with the committee. Mr. White noted that the timeline will be updated to reflect the addition of the two newly established meeting dates. Further discussion will be held at the next committee meeting.

**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 12:57 p.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 5, 2020

*The next meeting of the Illinois Police Officers' Pension Investment Fund's Election Committee will be held on Wednesday, August 5, 2020 at 9:00 a.m. via the Zoom Digital Platform.*