

Minutes of
The Arkansas Local Police and Fire Retirement System
and
The Arkansas Fire and Police Pension Review Board
Administrative Services Committee Meeting

Members of the Administrative Services Committee (ASC) of the Arkansas Local Police and Fire Retirement System (LOPFI) and the Arkansas Fire and Police Pension Review Board (PRB), met on Thursday, November 13, 2014 in the LOPFI office located at 620 W. 3rd, Suite 200, Little Rock, Arkansas.

Members Present: Mayor Mike Gaskill, Employer Trustee, LOPFI Chairman
Bill Lundy, Fire Employee, PRB
John Neal, Fire Employee Trustee, LOPFI

Unexcused Members: Terry Henson, Fire Employee Trustee, LOPFI Vice-Chairman
Mayor Chris Claybaker, Employer, PRB

Staff Present: David Clark, Executive Director
Tracy Warfe, Assistant Director
Jen Sines, Secretary to the Committee

Chairman Gaskill called the meeting to order at 10:00 a.m. and recognized a quorum and notification of news media. Mr. Neal made a motion to excuse Mr. Henson and Mr. Claybaker. The motion died for lack of a second. Both members' absence was deemed unexcused.

Approval of Minutes

Mr. Lundy made a motion, seconded by Mr. Neal to approve the June 5, 2014 ASC minutes. The motion passed unanimously.

Review of 2015 Budget Items

Mr. Clark stated that the 2015 proposed budget consisted of three (3) items:

- Item 1. Review of staff salaries for compliance with ACA 24-10-204: Mr. Clark stated a function of the ASC is an annual review of staff salaries. The meeting packets include a Compensation Study of LOPFI staff salaries with comparative retirement system salaries used in the state pay scale. Mr. Clark stated staff salaries do fall within their comparative pay scale. The ASC did not have any questions.
- Item 2. Proposed Cost of Living Adjustment (COLA) for 2015: Mr. Clark stated the September 2013 to September 2014 period reflected an increase in the Consumer Price Index (CPI) of 1.7%. When the packet was issued, it was asked that the Executive Director and Assistant Director positions not be considered for a COLA so as not to exceed the state pay scale; however, in the Saturday November 8, 2014 paper, it was noted that Governor Beebe approved a 1% COLA for all the state employees. Mr. Lundy made a motion, seconded by Mr. Neal, to approve the 1.7% COLA increase to all staff with an exception of the Executive Director and Assistant Director positions, which will receive a 1% COLA. The motion passed unanimously. Mr. Clark thanked the ASC.
- Item 3. Proposed recognition program: Mr. Clark stated the final item is a request to implement a recognition program for the career oriented members of staff that would be built off of the sick leave program. The program would pay staff a onetime annual bonus for sick days for the staff members that have achieved the 120 day accrual cap, equal to that of days they would have accrued if the cap could be exceeded. In other words, they could receive a bonus

of 12 days in the calendar year, and paid the value of those 12 days in December. Further, the eligibility criteria also requires that the staff member must have achieved a favorable performance review in the same calendar year. Such payment could not be reported to LOPFI for retirement purposes, so pension spiking concerns would not be present. After a lengthy discussion Mr. Lundy made a motion, seconded by Mr. Neal, to table this topic to a later date.

Confirm timing of the June 2015 meeting

Mr. Clark confirmed with the ASC to continue the current practice of holding the June 2015 ASC meeting at 9:00 a.m. prior to the June 2015 LOPFI meeting. When the date is set for the June 2015 LOPFI meeting, it will be provided to the ASC. The ASC agreed with this schedule.

With no other business, Mr. Lundy made a motion, seconded by Mr. Neal to adjourn. The motion passed unanimously. The ASC adjourned at 10:54 a.m.

Respectfully submitted,

Approved 6/04/2015

Jen Sines
Recording Secretary to the Committee