

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 8, 2018 in the LOPFI office located at 620 W. 3rd, Suite 200, Little Rock, Arkansas.

Members Present: Mayor Mike Gaskill, Employer Trustee, LOPFI Chairman
John Neal, Fire Employee Trustee, LOPFI Vice-Chairman
(teleconference)
J. Scott Baxter, Police Employee Trustee
Bill Lundy, Fire Employee Member, PRB
Rusty Watson, Police Employee Member, PRB

Staff Present: David Clark, Executive Director
Lesley Weaver, Secretary to the Committee

Chairman Gaskill called the meeting to order at 9:33 a.m. and recognized a quorum and notification of news media.

Approval of Minutes

Mr. Baxter made a motion, seconded by Mr. Lundy, to approve the June 7, 2018 ASC minutes. The motion passed unanimously.

Review of 2019 Budget Items

Mr. Clark stated that the 2019 proposed budget consists 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 to conduct an annual review of staff salaries. The meeting packet includes a Compensation Study of LOPFI staff salaries with comparative retirement system salaries used in the state pay scale. Mr. Clark advised the Membership Coordinator position will be re-classified to Membership Services. Mr. Baxter questioned the top end of the salary range for the Chief Financial Officer (CFO) since it is lower than other CFO positions in the Compensation Study. Mr. Clark thanked Mr. Baxter for his observation and stated both the CFO and Accountant II salary ranges will need to be reviewed for potential revisions in the future due to the increase in reporting for the Governmental Accounting Standards Board.

Item 2. Cost of Living Adjustment (COLA) for 2019: Mr. Clark stated the September 2017 to September 2018 period reflected a 2.3% increase in the Consumer Price Index (CPI). If a COLA is approved, it would be added to the start/end points of the salary ranges to ensure the ranges remain current with market conditions. Mr. Lundy made a motion, seconded by Mr. Neal, to approve a 2.3% COLA increase for the entire staff effective January 1, 2019. The motion passed unanimously. Mr. Clark thanked the ASC.

Item 3. Division of Salaries between LOPFI and the PRB: At last year's ASC meeting, Mr. Watson requested a discussion about making an adjustment to the existing 60/40 split of staff

salaries between LOPFI and the PRB. With the decreasing number of Local Plans under purview of the PRB, it is being questioned if the allocation of staff salaries remains appropriate. After deliberation, Mr. Neal made a motion, seconded by Mr. Baxter, to table this discussion and ultimate decision of any change of the division of salaries between LOPFI and the PRB to the November 2019 ASC meeting. The motion passed unanimously.

Confirm timing of June 2019 ASC meeting

Mr. Clark confirmed with the ASC to continue the current practice of holding the June 2019 ASC meeting on the same day as the June 2019 LOPFI meeting at 9:30 a.m. When the June 2019 LOPFI meeting date is set 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. Watson, to adjourn. The motion passed unanimously. The ASC adjourned at 10:09 a.m.

Respectfully submitted,

Approved 06/11/19

Lesley Weaver
Recording Secretary to the Committee