

Minutes of  
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 Local Police and Fire Retirement System (LOPFI) and the Arkansas Fire and Police Pension Review Board (PRB), met by video conference on Thursday, November 4, 2021 with the meeting originating from the LOPFI office located at 620 W. 3<sup>rd</sup>, Suite 200, Little Rock, Arkansas.

Members Present: John Neal, Retired Fire Employee Trustee, LOPFI Chairman  
J. Scott Baxter\*, Police Employee Trustee, LOPFI Vice-Chairman  
Mayor Gary Baxter, Public Employee Trustee  
Bill Lundy\*, Fire Employee Member, PRB  
Rusty Watson, Police Employee Member, PRB Chairman  
*\*Attended in-person at the LOPFI office*

Staff Present: David Clark, Executive Director  
Laura Nixon, Assistant Director

Chairman Neal called the meeting to order at 10:01 a.m. and recognized a quorum and notification of news media.

Approval of Minutes

Mr. J. S. Baxter made a motion, seconded by Mr. Watson, to approve the June 10, 2021 ASC minutes. The motion passed unanimously.

Review of 2022 Budget Items

Mr. Clark stated the 2022 proposed budget consists of two (2) 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 included a Compensation Study of LOPFI staff salaries with comparative salaries used in the state pay scale. The limited number of agency staff (currently eight filled positions) has more responsibility incorporated into each position than those of similarly titled positions in the state pay plan. Our business model insists that continual cross-training occurs to ensure the base of knowledge, skills, and abilities is spread across multiple staff members. This method of operation is useful for succession planning and ensures staff delivers accurate, timely, detailed, and friendly service.

Item 2. COLA for 2022: Mr. Clark stated the September 2020 to September 2021 measurement period reflected a 5.4% increase in the Consumer Price Index. If a COLA is approved, it would be added to the existing salary ranges, except for the executive director and assistant director positions, to hold the ranges consistent with market conditions. If a COLA is approved for the executive director and assistant director positions, consideration should be given to capping the salary ranges increase. A 3% COLA would take the executive director's range to the maximum level for the Senior Executive range. If the same 3% COLA is applied to the assistant director's position, and the total approved COLA exceeds 3%, a lumpsum payment of the difference could

be awarded with the January 1, 2022 pay period. This would ensure consistent recognition of the change in the CPI measurement period. Mr. G. Baxter commended staff for their efficient delivery of services and made a motion, seconded by Mr. J. S. Baxter, to approve a 5.4% COLA for the chief financial officer, accountant II, and all membership services positions and a 3% COLA, with a lumpsum payment for the 2.4% difference, for the executive director and assistant director positions effective January 1, 2022. The motion passed unanimously. Mr. J. S. Baxter also commended staff for their delivery of service and acknowledged staff longevity and lack of turnover. Mr. Clark thanked the ASC and advised he would share this feedback with staff.

Confirm timing of June 2022 ASC meeting

Mr. Clark asked if the ASC wanted to continue the practice of holding the June ASC meeting on the same day as the June LOPFI meeting at 9:30 a.m. When the June 2022 LOPFI meeting date is set it will be provided to the ASC. The ASC agreed to continue with this schedule.

With no other business, the ASC adjourned at 10:31 a.m.

Respectfully submitted,

Approved 06/09/2022

Laura Nixon  
Recording Secretary to the Committee