

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 by video conference on Thursday, November 5, 2020 with the meeting originating from the LOPFI office located at 620 W. 3<sup>rd</sup>, Suite 200, Little Rock, Arkansas.

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

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

Chairman Gaskill called the meeting to order at 10:02 a.m. and recognized a quorum and notification of news media.

Approval of Minutes

Mr. Neal made a motion, seconded by Mr. Baxter, to approve the June 11, 2020 ASC minutes. The motion passed unanimously.

Review of 2021 Budget Items

Mr. Clark stated the 2021 proposed budget consists of four (4) 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 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 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, which ensures staff delivers accurate, timely, detailed, and friendly service.

Item 2. Elimination of one staff position from the 2021 budgets: Mr. Clark stated the agency has been able to complete tasks, handle phone calls, emails, perform retirement counseling's, etc. in a comfortable manner with eight (8) staff members. Mr. Clark advised there was no need to keep an open position in the budget when we do not anticipate filling that position. Mr. Neal, Mr. Baxter, and Mr. Watson stated if removing the position does not cause a burdensome state, then they are comfortable with this request. Mr. Clark advised that a time may come when additional staff will be needed. When that time presents itself, staff will provide the rationale in the request to increase the number of staff. Mr. Neal made a motion, seconded by Mr. Baxter, to

approve eliminating one staff position, a currently vacant Membership Services role, from the 2021 Agency budgets. The motion passed unanimously. Mr. Clark thanked the ASC.

Item 3. COLA for 2021: Mr. Clark stated the September 2019 to September 2020 measurement period reflected a 1.4% increase in the Consumer Price Index. 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. Baxter suggested a 1.75% COLA be awarded since staff has consistently delivered top-level service, remained dedicated to the members, adapted to working remotely, and adjusted to the current COVID-19 times with no impact to the level of service provided and without interruption in performing their duties. Mr. Baxter stated he continues to receive great feedback about staff interactions with members. Mr. Neal, Mr. Lundy, and Mr. Watson all stated they concurred with Mr. Baxter's comments. Mr. Baxter made a motion, seconded by Mr. Neal, to approve a 1.75% COLA for the entire staff effective January 1, 2021. The motion passed unanimously. Mr. Clark thanked the ASC and advised he would share this feedback with staff.

Item 4. Authorized Holidays: Mr. Clark stated the last item is adjusting the number of authorized holidays by adding Columbus Day and the day after Thanksgiving to the listed holidays recognized in LOPFI Board Rule #4. In practical terms, the day after Thanksgiving is not new; rather it would be documented in the list of Agency holidays. The addition of Columbus Day would offer a total holiday count of 13 days (the employee's birthday is considered a holiday) including the day after Thanksgiving. This change would further round out the benefits package and be genuinely welcomed by staff. After discussion, Mr. Neal made a motion, seconded by Mr. Baxter, to add Columbus Day and the day after Thanksgiving as authorized holidays and document these holidays in the list of Agency holidays in LOPFI Board Rule #4. Mr. Lundy abstained. The motion passed. Mr. Clark thanked the ASC for being receptive to this request and approving it. Staff will be very grateful.

Confirm timing of June 2021 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 2021 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 10:44 a.m.

Respectfully submitted,

Approved 06/10/2021

Lesley Weaver  
Recording Secretary to the Committee