

## **OHIO POLICE AND FIRE PENSION FUND CONTINUING EDUCATION COMPLIANCE GUIDELINES**

OP&F has identified the following guidelines outlining its internal procedures for complying with board education requirements under SB 133:

### **New Board Member Orientation:**

New Board Member orientation has two components.

1. Joint component. This component covers topics of common interest to all board members sponsored and developed by the Ohio retirement systems. Topics of a common interest could include ethics, governance processes and procedures, actuarial soundness, fiduciary basics, and investments. The systems will jointly review the recorded presentations to determine whether the information remains current.

When the orientation component is a live session/presentation the board members who attend will sign in.

When the orientation component is recorded, new board members will be provided with copies of the recordings and a sign off sheet. After a new board member has viewed a presentation, the board member will sign and date the signature line for that presentation.

2. **In-house component:** This component is conducted at the administrative offices of Ohio Police & Fire Pension Fund (OP&F). New board members are scheduled to come to OP&F administrative offices at which time they receive their board orientation handbook, Ohio ethics laws, and financial disclosure forms. They also meet with each department director, and the Human Resources Manager to review an overview of each department.

### **Continuing Education:**

1. For purposes of O.R.C. 742.03.01 requirements that OP&F's board members who have served a year or longer attend at least two education sessions a year, OP&F' fiscal year shall be the year in which these requirements are met. (OP&F fiscal year runs from January 1<sup>st</sup> through December 31<sup>st</sup>.)
2. OP&F shall track the continuing education sessions each board member attends on a fiscal year basis.
3. Continuing education programs may include educational presentations at regularly scheduled retirement board meetings and any other presentation or class, or event held in the state of Ohio that the Executive Director approves/determines meets the requirements of R.C. 742.03.1. **In order to be counted as a continuing education program, a presentation must be at least 30 minutes long.** In order to be considered for approval as a continuing education program, a brief written description of the presentation that identifies the presenter, the anticipated length of the presentation and a summary of the material that will be covered must be provided.

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4. When a presentation before the OP&F board has been approved as a continuing education session, the Board Agenda shall include a notation that the presentation is an educational component in furtherance of the continuing education requirements of R.C. 742.03.1.
5. At least once each fiscal year OP&F shall host an education session that is of a general nature. OP&F shall invite members of the other retirement system boards and the OPEDC board to this session by writing to each system's Executive Director and cc the designated continuing education liaison/officer at least 30 days before the scheduled program.
6. When a continuing education presentation is conducted at OP&F, OP&F shall have an attendance sheet for board members in attendance to sign. OP&F shall provide copies of the signed attendance sheets to each retirement system represented by a board member at the presentation.