

# Ohio Police & Fire Pension Fund

## MINUTES

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**Administration / Audit Committee**  
**140 East Town Street, Columbus, Ohio 43215**  
**June 18, 2019**

Temporary Committee Chair Edward Montgomery called the meeting to Order 1:00 pm.

**In attendance:**

**Committee Members/Trustees:**

Britt, Corvi, Desmond, Montgomery and Wainscott

**Staff:** Foley, Graham, Harville, Holodnak, M. Jordan, McCann, McElroy, Miller, B. O'Brien, Rankin Smals and Sparks

**Others:** None

**Staff:**

**Excuse Trustees:**

Mr. Wainscott moved and Mr. Corvi seconded a motion to excuse Ms. Maloney Stifler from today's Administration and Audit Committee meeting. The motion passed with the roll call vote as follows:

Ayes: Corvi and Wainscott

Nays: None

**AGENDA ITEM 1:**

**Approval of Minutes:** Mr. Wainscott moved and Mr. Corvi seconded a motion to approve the April 23, 2019 Administration/Audit Committee minutes. The motion passed with a roll call vote as follows:

Ayes: Corvi and Wainscott

Nays: None

**AGENDA ITEM 2:**

**Business and Technology Solutions Report:**

Mr. Brian O'Brien BTS Director, updated the committee on the following key activity:

- Hired Security Manager
- 2 Open Network Engineer positions
- 1 Open System Administrator position
- 2 Open Systems & Network Support Technician positions
- Network re-design and configuration on schedule
- Server virtualization project
- Board Room technology upgrade proposal
- Evaluation of Pension System Project
- Reduction of paper based processes
- Established IT Governance Committee
- Initiated formal Project Management Methodology training for business analysts.
- iPads replacement for Board
- Evaluation of Pension System (V3)

**AGENDA ITEM 3:**

**Internal Auditor Status Update:**

Ms. Caren Sparks provided background information on the Executive Chief Internal Auditor position for the newly elected trustees; and

Ms. Sparks outlined the Summary of Internal Audit Activity Report ending 5/31/2019.

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**AGENDA ITEM 4:**

**For Your Information Section:** The Pending and Pre- Approval of Trustee Travel report located under the For Your Information tab is provided for trustees to monitor their travel expenses as requested by ORSC.

**AGENDA ITEM 5:**

**Open Discussion:** The committee further discussed the Board Room technology upgrade proposal and required audio and video update along with the vendor's quote.

**Adjournment:**

Meeting adjourned at 1:44 p.m.



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John Wainscott, Committee Chair  
Administration/Audit Committee

**Committee Materials Provided/Attached:**

1. Administration/Audit Minutes 4/23/2019;
2. B. O'Brien 's Business and Technology Solutions Repot 061819
3. C Sparks' Internal Audit Status Update memo dated 061819
4. C Sparks' Summary of Internal Audit Activity Report, period ending May 31, 2019
5. 2019 -2020 Administration and Audit Committee Agenda Schedule;
6. Pending and Pre-Approval of Trustees Travel Report (Under FYI Section).