

Ohio Police & Fire Pension Fund

MINUTES

Administration / Audit Committee
140 East Town Street, Columbus, Ohio 43215
November 1, 2023

Chair Miller called the meeting to Order at 9:05 a.m.

Committee Members/Trustees: Czack, Deal, Heller, Maloney Stifler, Miller, Moore, and Steel.

Staff: Danish, Foley, Hampton, Graham, McCann, Miles, Rankin, Sparks, Trakas, Vest-Boratyn.

Others Present: Jeff Bernard – ORSC, Samuel Peppers, Esq. – Attorney General’s Office, Abby Hile – Treasurer of State

MOTION TO EXCUSE TRUSTEE

Mr. Miller moved and Ms. Czack seconded a motion to excuse Mr. Corvi and Mr. Drum from today’s meeting. The motion passed with the roll call vote as follows:

Ayes: Czack, Deal, Heller, Maloney Stifler, Miller, Moore, and Steel.

Nays: None

ITEM A: Approval of Minutes – 2023 10 001 AAC: Mr. Deal moved and Ms. Czack seconded a motion that the committee approves the May 24th, 2022 Administration and Audit Committee Minutes. The motion passed with a roll call vote as follows:

Ayes: Czack, Deal, Heller, Maloney Stifler, Miller, Moore, and Steel.

Nays: None

ITEM B: OP&F Communication Plan: Mr. Graham presented the 2024 OP&F Communications Plan to the Committee for review.

ITEM C: Push to Paperless Update: Ms. Miles presented an update to the Committee regarding the status of the project.

ITEM D: Review of the Board Governance Policy Manual – 2023 10 002 AAC: Ms. Sparks presented the Board Governance Policy to the Committee. Mr. Deal moved and Ms. Czack seconded a motion to approve the Board Governance Policy Manual as presented to the Committee on November 1st, 2023 to include the amendment agreed during the meeting. The motion passed with a roll call vote as follows:

Ayes: Czack, Deal, Heller, Maloney Stifler, Miller, Moore, and Steel.

Nays: None

ITEM E: 2024 Annual Audit Plan – 2023 10 003 AAC: Ms. Sparks presented the 2024 Annual Audit Plan as outlined in the memo and documentation dated 11/1/2023. Mr. Deal moved and Mr. Moore seconded a motion that the Committee approve the 2024 Annual Audit Plan. The motion passed with a roll call vote as follows:

Ayes: Czack, Deal, Heller, Maloney Stifler, Miller, Moore, and Steel.

Nays: None

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ITEM F: Internal Audit Status Update: Ms. Sparks provided the Committee a copy of the Summary of Internal Audit Activity report for the Period Ending October 31, 2023.

ITEM G: Open Discussion: None.

Mr. Deal adjourned the meeting at 9:54 a.m.



Mr. John Deal
Administration/Audit Committee Chair

Committee Materials Provided/Attached:

1. Memo from Caren Sparks regarding approval of the AAC May 24th, 2023 Meeting Minutes dated 11/1/23.
2. AAC May 24th, 2023 Meeting Minutes.
3. Memo from David Graham regarding the 2024 Communications Plan dated 11/1/23.
4. 2024 Communications Plan.
5. Push to Paperless Presentation.
6. Memo from Caren Sparks regarding approval of the Board Governance Manual dated 11/1/2023
7. Marked copy of the Board Governance Manual.
8. Clean Copy of the Board Governance Manual.
9. Memo from Caren Sparks regarding the Internal Audit Status Update Summary dated 11/1/2023.
10. Internal Audit Status Update Summary Report.