

**MINUTES OF THE MEETING OF THE STEERING COMMITTEE  
OF THE BOARD OF TRUSTEES OF THE TAMPA FIRE & POLICE PENSION FUND  
3001 North Boulevard  
Tampa, FL 33603 (813) 274-8550  
Wednesday November 6, 2019 1:30 p.m.**

The Steering Committee of the Board of Trustees of the City Pension Fund for Firefighters and Police Officers in the City of Tampa met in the Executive Offices Conference Room on the 8<sup>th</sup> floor of the Tampa Municipal Office Building on Wednesday, November 6, 2019 at 1:30 p.m. regarding business requirements for the new pension administration system with the following members present:

Patrick Messmer, Committee Chair  
Gregory Reed  
Dennis Rogero

Mr. Robert Klausner, General Counsel, participated telephonically.

Ms. Ernst advised that she needs Board direction regarding wet signatures on the forms associated with the first deliverable of the pension administration system (PAS) project. Mr. Klausner advised that wet signatures should be required for the execution of pension contracts and on the form associated with refunds of contributions to vested members. He noted that all other forms can be electronic, but some should include a disclaimer that the member has been counseled by staff. It was noted that there will be a general release of liability that will have to be agreed to by each user before gaining access to the portal.

The committee reviewed the forms associated with the new hire process and determined that the Application for Participation, Acknowledgement, and Confidentiality Request forms can be eliminated. Mr. Klausner confirmed that the execution of the pension contract sufficiently covers the conditions and obligations contained in the eliminated forms. Buy-back forms were also briefly reviewed and it was agreed that these forms should be electronic with the new PAS. Electronic beneficiary and optional forms of payment elections were discussed and Mr. Klausner advised that he is comfortable with allowing this as long as there is an acknowledgement that the member has been counseled by staff. Mr. Klausner advised that the disability application should continue to require a wet signature due to the possibility of litigation, but the medical and insurance provider information that must be submitted as part of the disability application and new hire processes can be submitted electronically. Mr. Klausner noted that he does approve of the use of DocuSign because it requires effort on the part of the member. Ms. Ernst advised that the integration of DocuSign can be added to the PAS project, but the price from LRS appears high and there are licensing fees in addition to the cost of the associated work. *It was agreed upon by general consensus to recommend the eliminate the Application for Participation, Acknowledgement, and Confidentiality Request forms and to allow for the electronic execution of certain forms, as discussed above.*

Ms. Ernst advised that because the vendor payment process cannot be accommodated by the PAS, the office has been using the City's accounts payable process since the beginning of the calendar year. She explained that this topic was originally discussed by Committee 3 and internal controls were drafted for in-house check writing, but the committee decided to try the City's vendor payment process before going down that path. She noted that the use of this process has been challenging for both parties and there are reconciliation issues. Discussion ensued and it was agreed that changing the process effective with the first of the new year would be best from a tax reporting perspective. Mr. Klausner noted that he would review the internal controls document since it was drafted around this time last year. *It was agreed upon by general consensus to recommend in-house check writing for vendor payments effective 01/01/2020.*

The motion to adjourn was made at 1:50 p.m.



Patrick Messmer  
Committee Chair

Tiffany Corry  
Recording Secretary

Notice

Any person who desires to appeal any decision of the Board of Trustees with respect to any matter considered at this Board meeting will need a record of the proceedings and for this purpose, may need to ensure that a verbatim record of the proceedings is made which includes testimony and evidence upon which the appeal is based.

