



SUMMARY TO THE BOARD OF TRUSTEES RULES COMMITTEE MEETING

Tuesday, October 17, 2023
8:00 A.M. – 9:22 A.M.

City of Jacksonville Police and Fire Pension Fund
1 West Adams Street Suite 100, Jacksonville, FL 32202

Board of Trustees

Nawal McDaniel, Secretary
Cpt. Michael Lynch
Terry Wood

Fund Staff

Timothy H. Johnson, Executive Director – Plan Administrator
Steve Lundy, Deputy Director
Chuck Hayes, Pension Benefits Manager

Notice

Meeting Agendas and Summaries are available on our website at jaxpfpf.coj.net. For additional meeting documents, please contact Steve Lundy, Custodian of Public Records for the City of Jacksonville Police and Fire Pension Fund at 904-255-7373 or SLundy@coj.net to file a public records request.

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Summary to the Board of Trustees Rules Committee Meeting of
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Summary

I. Public Speaking

None.

II. Rules Committee

Michael Lynch said that today's meeting is to provide input regarding the Board Rules. The PFPF Staff has provided a set of Board rules which they think should be updated.

Terry Wood stated that he feels strongly that the language of the 2015 legislation should be removed, with the exception of the FIAC. We should return to the language created by the State Legislature.

Nawal McDaniel asked for the procedure for updating the Board Rules.

Michael Lynch said the updated Board Rules would be voted on during a full Board of Trustees meeting. He said Florida Statutes 175, 185, the Ordinance Code give the Board of Trustees the sole authority to run the fund. These Board Rules are the procedures for that.

Michael Lynch said he has three items of concern to address:

1. The first item deals with absence, for example, if he needed to abstain from voting. This is easy when there is a full Board, but when there are just three members, there is an issue, because there would be no quorum. He said one solution may be using proxy voting, for example, designating Timothy Johnson to vote instead of Michael Lynch.
2. The second item deals with conflicts of interest in voting. This could apply to approving contracts, for instance, if a Board Member approved space to rent in the PFPF building for the Unions or the City at a rate different than that offered to the public.
3. The third item deals with succession, for example, if Timothy Johnson hit the lottery and didn't show up to work tomorrow, who would run the fund?

The Rules Committee discussed these items, and then reviewed the PFPF Staff's suggested updates to the Board Rules:

- 1.10 Board Composition and Appointment/Election Procedures: Language deleted relating to an election committee, as elections are now administered online and votes tallied automatically.
- 6.1 Fund Relationships with the City: No change necessary.
- 6.2 Contractual Services: Will revisit this rule.
- 7.6 Performance Standards: Inserted new language to reflect current procedures.
- 7.14 Proxy Voting: Will consult with Counsel before making changes to this rule.
- 9.2 Conflicts of Interest: No change necessary as PFPF now in compliance.
- 10.1 Selection, 10.2 Conflicts of Interest, 10.3 City of Jacksonville General Counsel, 10.4 Privileged Communications: No changes necessary today, but will revisit.

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- 11.1 Board Meeting Dates and Times: Old meeting date times eliminated.
- 12.1 Application retirement Procedures: General: Language added to clarify quorum. Changed from three to four members of the Advisory Committee must approve any action.
- 12.9 Review of Advisory Committee Disability Decisions: Will revisit.
- 13.5 Admission of Applicants: Rule deleted due to the pension plan being closed to new members.
- 17.7 Prior Communication with Benefit Applicants: Will revisit.
- 17.12 Reporting of Gifts: Updated to reflect new ordinance code requirements.
- 10.1 Pension Advisory Committee: Will update to reflect new Ordinance 2017-564 staggering terms. “Governed by 2017-564”
- 20.2 Rules for the Election of Pension Advisory Committee Members (Active Members): Entire rule needs to be replaced to reflect online voting.
- 21.2 Budget Administration Procedures: Updated to reflect new accounting system, 1Cloud.

Michael Lynch also discussed the process for scheduling a Cybersecurity meeting in the Sunshine, without potentially allowing hackers to access the PFPF’s Cybersecurity plan.

III. Adjournment

9:22 A.M.

Nawal McDaniel, Board Secretary

Summary Prepared By:

Steve Lundy, Deputy Director
City of Jacksonville Police and Fire Pension Fund

Posted: 10/30/2023

To be Approved: 11/17/2023