

**PSPRS  
OPERATIONS AND GOVERNANCE POLICY COMMITTEE  
MEETING**

**June 16, 2020**

**MINUTES**

Present: Mr. Don Smith, Committee Chairman, Trustee – remote  
Mr. Jim Ameduri, Trustee – remote  
Mr. Chris Hemmen, Trustee – remote  
Mr. Brian Moore, Trustee – remote

Others Present: Mr. Michael Townsend, Administrator  
Mr. Michael Smarik, Deputy Administrator  
Ms. Claudia Martinez, Executive Assistant  
Ms. Cheryl Cohen, Investment Executive Assistant – remote  
Mr. William Buividas, Trustee  
Mr. Chris Francis, IT Operations Manager  
Mr. Lawrence Lopez, Active Member Specialists  
Mr. John Moorman, Chief Financial Officer  
Ms. Barbara Scheffels, Agile Progress LLC – remote  
Mr. Paul Chapple, Agile Progress LLC – remote  
Mr. Michael Ajamie, Chief Technology Officer  
Mr. Robert Parkes, Human Resources Manager – remote

**1. Call to Order, Roll Call, Opening remarks.**

*Mr. Don Smith  
Committee Chairman*

The meeting was called to order at 1:06 PM and roll was called and Pledge of Allegiance was recited.

**2. Call to the Public.**

**This is the time for the public to comment. Members of the Committee may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. § 38-431.01 (H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism, or scheduling the matter for a later date for further consideration and possible recommendations to the Board of Trustees.**

There was no response to the Call to the Public, due to COVID19 physical presence of the public was not permitted.

**3. Review and/or appropriate Action for approval of items on the Consent Agenda (documentation concerning the matters on the consent agenda may be reviewed at the PSPRS office). Any matter on the Consent Agenda will be removed from the Consent Agenda and discussed as a regular agenda item upon the request of any member of the Operations and Governance Policy Committee.**

- a. Administrator update.**
- b. Year to Date Budget Report.**
- c. Local Board Rehearing Report.**
- d. Law Firms' Billings for Legal Services.**
- e. Communication Efforts Report.**
- f. Approval of Operations and Governance Policy Committee Minutes from May 14, 2020.**

*Mr. Don Smith*

**Moved by:** Mr. Brian Moore  
**Second by:** Mr. Christopher Hemmen  
**Time:** 1:07 PM  
**Motion:** Approval of consent agenda as presented.  
**Discussion:** None  
**Vote:** 4 – 0 Passed

**4. Update and discussion on the Human Resources Department history, future planning and return to on-site work processes.**

*Mr. Robert Parkes  
Human Resources Director*

Presentation was provided by Mr. Parkes and discussion was held in regards to the presentation. Presentation included background, history and changes in the HR department, movement of working remotely, and ongoing of remote operations.

**5. Update, discussion and possible Action on recommendation to the Board of Trustees on updates to the PSPRS travel policies.**

*Mr. Michael Smarik  
Mr. Timothy Jackson  
Compliance Officer*

Mr. Smarik advised the existing policies were reviewed to determine what changes are necessary to comply with the law, regulations and audit recommendations. Mr. Smarik informed the Committee of Staff's recommendations. Discussion about ADOA and GSA travel rates was held.

**Moved by:** Mr. Brian Moore

**Second by:** Mr. Christopher Hemmen

**Time:** 2:10 PM

**Motion:** Recommend to the Board of Trustees the adoption of the GSA travel rates for PSPRS Board of Trustees members for travel.

**Discussion:** None

**Vote:** 4 – 0 Passed

**Moved by:** Mr. Christopher Hemmen

**Second by:** Mr. Brian Moore

**Time:** 2:20 PM

**Motion:** Approve that the reimbursable amount of up to \$1,000 a year at \$50 per meeting for Board committee meetings and other events deemed relevant or pertinent by the Board to attend and represent the Trustees and/or the System.

**Discussion:** None

**Vote:** 4 – 0 Passed

**6. Update, discussion and possible Action regarding commencement of the RFP process on the Pension Administration System project.**

*Mr. Michael Smarik  
Deputy Administrator*

Ms. Barbara Scheffels from Agile Progress LLC provided a presentation to the Committee. Presentation included a recap of the process taken, update on Board action items, and recommendation to begin the procurement process.

**Moved by:** Mr. Jim Ameduri

**Second by:** Mr. Christopher Hemmen

**Time:** 2:34 PM

**Motion:** To proceed with PAS COTS procurement process in FY21.

**Discussion:** None

**Vote:** 4 – 0 Passed

**7. The PSPRS Operations and Governance Policy Committee may vote to go into Executive Session (which will not be open to the public) to discuss matters pursuant to A.R.S. § 38-431.03(A) (3), including to receive legal advice from the Committee's attorneys on any matter listed on the agenda.**

Committee did not vote to go into Executive Session.

**8. Schedule future meeting date(s).**

Next meeting has not yet been determined

**9. Adjournment.**

**Moved by:** Mr. Christopher Hemmen

**Second by:** Mr. Jim Ameduri

**Time:** 2:37 PM

**Motion:** To adjourn meeting.

**Discussion:** None

**Vote:** 4 – 0 Passed

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**Mr. Don Smith, Committee Chairman**