

PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM

BOARD OF TRUSTEES ADMINISTRATION COMMITTEE MEETING

February 18, 2025

MINUTES

Present: Mr. Dean Scheinert, Committee Chairman
Mr. Alan Maguire, Trustee – remote
Mr. Brian Moore, Trustee – remote

Absent: Mr. Nate Weber, Trustee

Others Present: Mr. Michael Townsend, Administrator
Ms. Erin Higbee, Assistant Administrator
Mr. Michael Smarik, Deputy Administrator – remote
Ms. Claudia Martinez, Executive Assistant
Ms. Cheryl Cohen, Investment Executive Assistant – remote
Bret Parke, Esq., Assistant Administrator/General Counsel
Mr. Michael Ajamie, Chief Technology Officer – remote
Mr. Mark Steed, Chief Investment Officer
Mr. John Moorman, Chief Financial Officer
Ms. Brittany Archer, Palominas Fire District – remote
Mr. Jack Jordan, Accounting Controller
Ms. Charmeka Harris, Auditor 4 – remote
Mr. Kurtis Chandler, Records Manager
Mr. Christian Palmer, Communications Director
Ms. Cathleen Davis, Chief Internal Auditor
Ms. Rajee Mohan, Jr. IT Systems Engineer

1. Call to Order; Pledge of Allegiance; Roll Call; Opening Remarks.

Mr. Dean Scheinert, Committee Chairman

The meeting was called to order by Committee Chairman Scheinert at 10:05 A.M. The Pledge of Allegiance was recited, opening remarks were made, and roll was called.

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.

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, Governance Policy and Audit Committee.

- a. Administrator update.**
 - i. Quarterly Strategic Plan report.**
- b. Internal Audit Office update.**
- c. Year to Date Budget report.**
- d. Law Firms' Billings for Legal Services.**
- e. Local Board Rehearing report.**
- f. Communications Efforts report.**
- g. Human Resources update.**
- h. Bi-monthly IT update.**

- i. **Quarterly Compliance Office update.**
- j. **Quarterly PSPRS Integrity Hotline FY 2024/25 update.**
- k. **Recommend the Board of Trustees accepts Palominas Fire District, Audit No. 2023-01.06 as provided.**
- l. **Approval of the Operations, Governance Policy and Audit Committee Minutes from November 12, 2024.**

Mr. Dean Scheinert

Reports a through k were provided, and Mr. Townsend briefly detailed various items under the Administrator update. Mr. Moore inquired on the scope of the local board rehearing report.

Moved by: Mr. Brian Moore

Second by: Mr. Alan Maguire

Time: 10:08 A.M.

Motion: Adopt items a through l on the consent agenda as presented.

Discussion: None.

Vote: 3 – 0 Passed

4. Presentation, review and discussion regarding the FY2026 PSPRS Budget.

Mr. John Moorman, Chief Financial Officer

Mr. Michael Townsend, Administrator

Presentation regarding the FY2026 PSPRS budget was provided by Messrs. Moorman, Townend and Jordan.

Presentation included FY2025 activity, recommendations for FY2026, budget by category, budget by department, new full time employee positions, personnel services, and breakdown of the changes for the annual budget.

5. **The Administration 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.**

The Committee did not vote to go into Executive Session.

6. Schedule future meeting date(s). (Calendared for March 18, 2025.)

Next Committee meeting is scheduled for March 18, 2025 at 10:00 AM.

7. Adjournment.

Moved by: Mr. Brian Moore

Second by: Mr. Alan Maguire

Time: 10:29 A.M.

Motion: To adjourn meeting.

Discussion: None.

Vote: 3– 0 Passed

Mr. Dean Scheinert, Committee Chairman