

**MINUTES OF THE MEETING OF THE STEERING COMMITTEE
OF THE BOARD OF TRUSTEES OF THE TAMPA FIRE & POLICE PENSION FUND**

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Audio Only: (877) 309-2071 Access Code: 893-787-038

Thursday, April 8, 2021 2:00 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 remotely on Thursday, April 8, 2021 at 2:00 p.m. regarding business requirements for the new pension administration system with the following members present:

Patrick Messmer, Committee Chair
Gregory Reed
Dennis Rogero

Also Present:
Trevor Hall

Mr. Robert Klausner, General Counsel, also participated.


Ms. Weber opened by explaining that the meeting would pertain to Deliverable 4, which is the member facing portal titled MemberDirect. The purpose of MemberDirect is to put more control in members' hands and reduce the amount of physical paper passing through the Pension Office. She provided a brief overview of the different types of forms/changes available on MemberDirect. Ms. Weber recommended that that members to be able to change their address and phone number online, but exclude email, as any change triggers an alert email sent to the member. Ms. Weber noted that two-factor authentication will be implemented and that a filter is in place to not allow members to create a profile using a City of Tampa email address. Ms. Weber further recommended that no Optional Forms of Payment changes or regular beneficiary changes will be allowed online due to the complicated nature of these options and potential financial impact to the member or survivor. Pension Office staff will enter these changes from notarized forms, and paper forms will remain available for these and any other changes needed. Discussion ensued and the committee agreed that Ms. Weber's recommendations were reasonable.

Ms. Weber next brought up the ability to change direct deposit information through MemberDirect. She stated that pre-noting would be standard on any submitted changes, which could help catch any typographical errors that were entered by a member, but would not validate account holder names. She concluded that if problems arose from allowing online changes to banking information, the feature can always be disabled. Mr. Klausner stated his agreement and recommended a motion to adopt all of Ms. Weber's suggestions regarding Deliverable 4 be made. **It was moved by Mr. Rogero, seconded by Mr. Reed and by consensus to adopt the recommendations of Ms. Weber regarding Deliverable 4.**

The motion to adjourn was made at 2:35 p.m.

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Patrick Messmer
Committee Chair

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Adam Hollen
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.