

**PENSION BOARD POLICIES
FIREFIGHTERS & POLICE OFFICERS
PENSION FUND OF THE CITY OF TAMPA**

Policy Number: 817
Policy: Communications with Pension Fund Professionals
Eff. Date: 02/26/04 12/16/15 10/22/25
Ref: Board Minutes

POLICY:

In order to clarify the channels of communication, the Board requires that all communications with and requests for information from pension fund professionals working for the Board of Trustees be coordinated through the Plan Administrator. Fund professionals receiving requests for information directly from members or their representatives shall refer those requests to the Plan Administrator. In the event the information requested is determined to be best addressed by the fund professional, the matter shall be referred back by the Plan Administrator, in consultation with the Chairman.

This Board direction/policy is to accomplish the following:

- to clarify the channels of communication for the efficient and cost-effective daily administration of the pension fund;
- as a cost containment measure so that a single, consistent message or request is communicated to/from professionals rather than multiple contacts from multiple sources which may not be consistent, which could drive up professional fees incurred;
- to properly document and communicate to the appropriate professional and to the Board of Trustees when a question or issue arises so that all parties may be uniformly informed of the question(s) or issue(s); and
- to maintain an open and clear line of communication between the Board, board professionals, and pension office.

For communications between Trustees and the Fund's Attorney, the following shall apply:

- Any single trustee is authorized to meet or speak with the Pension Fund Attorney one-on-one for up to 2 hours per calendar year to discuss pension related business.
- Trustees shall be judicious in utilizing this one-on-one method and sensitive of the cost.
- Trustees shall notify the Plan Administrator or staff of the time incurred so that bills may be reconciled.
- The Pension Fund Attorney shall clearly articulate the trustee contact and topic on the billing so that the rest of the board is aware of the contact and fees.

Professional fees are to continue to be authorized by the board either on a contractual basis as approved by the board or on a not-to-exceed fee quoted in advance and approved by the board. This policy does not amend or exceed the authority contained in P&P 815 – Chair's Emergency Authority or 816 – Plan Administrator Authority, nor is it intended to limit contact of professionals from current trustees.