



**MINUTES**  
**Rules and Personnel Committee**  
**October 28, 2019**

A meeting of the Rules and Personnel Committee of the Board of Trustees of the Illinois Teachers' Retirement System was held on October 28, 2019 at the Springfield office, 2815 W. Washington Street. Mark Bailey, Chair, called the meeting to order at 1:50 p.m.

A quorum was present.

Roll Call attendance was taken with the following committee members present: Mark Bailey, Chair; Fred Peronto, Vice Chair; Marsha Byas, Andy Hirshman, and Laura Pearl. Trustees present: David Miller, Larry Pfeiffer, Doug Strand, Norma Bellcoff, and Carmen Ayala.

Others present: Dick Ingram, Executive Director; Stan Rupnik, Chief Investment Officer; Marcy Dutton, Chief Legal Counsel; Cynthia Fain, Senior Legal Counsel; Gina Larkin, Chief Human Resources Officer; Jana Bergschneider, Chief Financial Officer; Carlton Lenoir, Chief Benefits Officer; Jay Singh, Chief Information Officer; Bob Jiroutek, Sr. Risk Officer; Deron Bertolo, Investment of Investment Accounting; Stacy Smith, Director of Internal Audit and Risk; Christina Baker, Sr. Internal Auditor; Matt Sporlein, Internal Auditor; Jeff Bennett, Director of Operations; Dave Urbanek, Director of Communications; Kathleen Farney and Amy Reynolds, Director of Research; Tammy Green, Executive Assistant; Sue Billington, Executive Assistant; and Tiffany Reeves, Reinhart (Fiduciary Counsel).

Visitor present: Christine Williamson, Pensions & Investments

Approval of Minutes

A draft of the June 13, 2019 minutes of the Rules and Personnel Committee meeting was sent to committee members for review. On a motion by Laura Pearl, seconded by Andy Hirshman, the minutes were approved by unanimous voice vote.

### Administrative Rules Revisions

Staff proposed amendments to 12 TRS administrative rules pertaining to Employer Services, Member Services, and the Buyout Programs. Documentation is on file.

- Section 1650.180 – Filing and Payment Requirements
- Section 1650.205 – Medical Examinations and Investigation of Disability Claims
- Section 1650.340 – Service Credit for Leaves of Absence
- Section 1650.351 – Employer Contribution for Excess Sick Leave
- Section 1650.520 – Suspension of Benefits
- Section 1650.550 – Presumption of Death
- Section 1650.1113 – Required Forms
- Section 1650.1119 – Electing Form of Payment
- Section 1650.3300 – General Provisions
- Section 1650.3310 – Accelerated Annual Increase Buyout Program
- Section 1650.3320 – Accelerated Pension Benefit Buyout Program
- Section 1650.3330 – QILDRO Administration with Buyout Programs

Rule 1650.180 concerning filing and payment requirements and its impact on monthly reporting of member data was discussed. A motion was made by Laura Pearl, seconded by Andy Hirshman, that the committee recommend to the Board to promulgate the proposed amendments through the JCAR process, as presented. The motion passed by a unanimous voice vote.

### TRS Board Manual Revisions

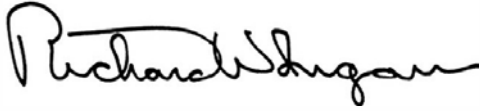
Staff proposed the following revisions to the TRS Board Manual. Documentation is on file.

- Delete an obsolete reference to an indemnification agreement. Add language relating to trustee training and trading policy compliance. (Bylaws Article II);
- Authorize travel reimbursement for elected but not yet seated new trustee. Clarify meal reimbursement for in-state and out-of-state travel. (Bylaws Article VII); and
- Clarify that trustees can deliver statements and certifications to the Compliance Analyst in paper or electronic form (Trustee Personal Trading Policy, Section V).

A motion was made by Andy Hirshman, seconded by Laura Pearl, that the committee recommend to the Board to accept the proposed revisions to the TRS Board Manual, as presented. The motion passed by unanimous voice vote.

**ADJOURNMENT**

On a motion by Laura Pearl, seconded by Fred Peronto, and by unanimous vote, the meeting adjourned at 2:08 p.m.

A handwritten signature in black ink, appearing to read "Richard W. Ingram". The signature is written in a cursive style with a large initial "R".

Richard W. Ingram, Executive Director

Approved: 12/10/19