

## Fire Fighters & Law Enforcement Advisory Committee Meeting



**July 23, 2020  
8:30 am to 10:00 am**

**ZOOM Meeting and Dial Conference Number 1-877-455-0244 PIN# 2177171953**

Committee members in attendance: Paul Gaspar, Ronnie Green, Shonna Poulin-Gutierrez Employee Health & Benefits, Joan Hanscom Employee Health & Benefits Daniel Felkel, Kurt Caswell Employee Health & Benefits

Committee members absent: Chief Phillip Hamm, Chief Richard Caton, John Martell

Others present: Jack Moore, Harpswell Advisors, Henry Beck, Treasurer, State of Maine

| Agenda Item                            | Discussion  | Action/Next Steps   |
|--|---|---|
| <b>I. Call to Order (8:32pm)</b>       | Kurt called the meeting to order  |   |
| <b>II. Approval of Meeting Minutes</b> | Meeting minutes from July 9, 2020 were reviewed.  | Due to a quorum not being present, approval of the meeting minutes will be referred to the August 13, 2020 meeting. Both July 9 <sup>th</sup> & July 23 <sup>rd</sup> will be reviewed. |
| <b>III. Legislation Update</b>         | None  |   |
| <b>IV. Membership Update</b>           | None  |   |
| <b>V. Financial Reports:</b>           | Henry Beck confirmed the transfer of the FF-LEO Funds (13 million) has been transferred to Harpswell Advisors. Henry Beck supplied the Advisory Committee with a draft of the Memorandum of Understanding and the Investment Policy Agreement. Jack Moore had some minor changes that he would like to see incorporated and will work with Henry to revise the Investment Policy Document. Per Jack Moore the benchmarks are clearly marked for the FF-LEO Trust. Everything will be tied back to the Benchmark for all investment policies. Harpswell Advisory will be focused on the long-term distribution and stability of the Trust. The first reports from Harpswell Advisors will be available in October 2020. A meeting will be scheduled for October to review. | Henry Beck will supply a revised draft of the Memorandum of Understanding and Investment Policy Statement.  |
| <b>V1. Updates</b>                     | Additional position for the FF-LEO Program. Kurt introduced Shonna Poulin-Gutierrez as the new Executive Director of Employee Health and Wellness. Shonna will be taking over this Advisory Committee meeting from Kurt Caswell.  | Shonna/Kurt <ul style="list-style-type: none"> <li>• Confirmation of additional position - funding</li> </ul>   |

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|---|--|---|
|   |  | <ul style="list-style-type: none"> <li>Justification, workload and expectations of additional position</li> </ul> |
| <b>a. Town of Saco Appeals</b>          | Status update letters were sent to the two members | Shonna Poulin-Gutierrez   |
| <b>V11. New Business:</b>               | None   |   |
| <b>V111. Other Business:</b>            | None   |   |
| <b>V11II. Adjourn Meeting (9:43 pm)</b> | Next meeting August 13, 2020 8:30 to 10:00.        | Motion to adjourn made by Ronnie Green and seconded by Dan Felkel. Motion Approved.                               |

JH 8.5.20