

BOARD OF TRUSTEES  
PEACE OFFICERS' RETIREMENT, ACCIDENT AND DISABILITY SYSTEM  
PUBLIC SAFETY BUILDING, DES MOINES, IOWA 50319-0050  
Minutes of Meeting Held February 19, 2018

The Board of Trustees of the Peace Officers' Retirement, Accident & Disability System convened on February 19, 2018 at 2:02 p.m. Members of the Board present were Chairman Roxann Ryan, Trustee Conrad, Trustee Schwab, Trustee Mayer, and Trustee Fitzgerald. Others in attendance: Vern Foughty (RSPOA), Jina Bresson (Treasurer's Office), John Lundquist (AG), ASD Director Jim Wittenwyler, Asst. Director Gerard Meyers, Recording Secretary Christal Hills (DPS Administrative Services Division).

**Item 1 – Introduction of New Administrative Services Director – Jim Wittenwyler.**

**Item 2 – Approval of minutes from POR Board meeting held January 18, 2018.** Trustee Conrad made a motion to approve the minutes. Trustee Schwab seconded. Motion carried.

**Item 3 – Request for Medical Expense Reimbursement – Kert Schnell.** Accidental disability retiree Kert Schnell has requested a \$130.00 reimbursement for medical expenses related to his disabling condition that are not covered by his health insurance. Staff recommends approval of the \$130.00 reimbursement as the expenses are directly related to his disabling condition. Trustee Conrad made a motion to approve payment of \$130.00. Trustee Schwab seconded. Motion carried.

**Item 4 – Request for Medical Expense Reimbursement – Kirk Nielson.** Accidental disability retiree Kirk Nielsen has requested a \$578.85 reimbursement for medical expenses related to his disabling condition that are not covered by his health insurance. Staff recommends approval of the \$578.85 reimbursement as the expenses are directly related to his disabling condition. Trustee Schwab made a motion to approve payment of \$578.85. Trustee Conrad seconded. Motion carried.

**Item 5 – Request for Medical Expense Reimbursement – Elmer Pearson.** Accidental disability retiree Elmer Pearson has requested a \$106.53 reimbursement for medical expenses related to his disabling condition that are not covered by his health insurance. Staff recommends approval of the \$106.53 reimbursement as the expenses are directly related to his disabling condition. Trustee Schwab made a motion to approve payment of \$106.53. Trustee Conrad seconded. Motion carried.

**Item 6 – Application for Survivor's Benefits – Elzina Hardin.** Retired Trooper Hugh Hardin passed away on February 14, 2018. Trooper Hardin retired from the Iowa State patrol in 1981 and is survived by his wife Elzina. An application for survivor's benefits has been sent out. Staff recommends approval of Elzina Hardin's application for Survivor's Benefits contingent on receipt of the required forms and documentation. Trustee Conrad made a motion to accept Ms. Hardin's application. Trustee Schwab seconded. Motion carried.

**Item 7 – Treasurer's Office Quarterly Reconciliation – October through December 2017.** The Treasurer's Office provided the monthly reconciliation statements for the months of October, November, and December 2017 for the POR Board's acceptance. Trustee Conrad made a motion to accept the reconciliations. Trustee Fitzgerald seconded. Motion carried.

**Item 8 – Application for Disability Benefits – Jeff Driscoll.** Trooper Jeff Driscoll with the Iowa State Patrol submitted an application for POR Accidental Disability benefits. Staff is currently collecting medical documentation to forward to the POR Medical Board for their review.

**Item 9 – Application for Disability Benefits – Bradley Bartz.** Trooper Bradley Bartz with the Iowa State Patrol submitted an application for POR Accidental Disability benefits. Due to the subject matter, Trustee Conrad made a motion to go into closed session per Iowa Code 21.5(1)(a). Trustee Schwab seconded. Roll Call: Chairman Ryan – aye. Trustee Fitzgerald – aye. Trustee Schwab – aye. Trustee Conrad – aye. Trustee Mayer – aye. The Board went into closed session at 2:14 p.m. Trustee Conrad made a motion to come out of closed session. Trustee Meyer seconded. Motion carried. The Board came out of closed session at 2:21 p.m. Trustee Schwab made a motion to table discussion until more documentation became available. Trustee Conrad seconded. Motion carried.

**Item 10 – Additional POR Staffing and Succession Planning.** Assistant Director Gerard Meyers spoke with a request for additional staff for POR. He spoke of the increased work load on both POR and Human Resources staff and how they share one employee between them. He put forward a request for a full time person to work under POR and to move the shared position to work totally for Human Resources. He provided a brief cost analysis and requested approval to move forward in the request for an Executive Officer 1. Trustee Conrad made a motion to move forward in the hiring process. Trustee Schwab seconded. Motion carried.

**Item 11 – Open Forum.**

- **Next POR Board Meeting** – March 19, 2018 – 2:00 p.m.  
Oran Pape State Office Building, 1<sup>st</sup> Floor Public Conference Room

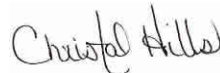
**Adjournment.** Trustee Conrad made a motion to adjourn the meeting. Trustee Schwab seconded. The meeting was adjourned at 2:36 p.m.

Respectfully,



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Linda Guffey, POR Secretary



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Christal Hills, Recording Secretary