

MINUTES
PERSONNEL/AUDIT COMMITTEE MEETING
FIRE AND POLICE PENSION FUND, SAN ANTONIO
TUESDAY, JULY 1, 2014
PENSION OFFICE – 10:30 A.M.

ROLL CALL: Mr. Griffin called the meeting to order at 11:04 a.m.

**COMMITTEE
MEMBERS**

PRESENT: Harry Griffin, Retired Police Representative; Larry Reed, Retired Fire Representative; Shawn Ury, Active Police Representative.

**COMMITTEE
MEMBERS**

ABSENT: None.

APPROVAL OF MINUTES

Mr. Reed moved to approve the March 19, 2014 minutes of the Personnel Committee. The motion carried unanimously.

RECORDS RETENTION AND DESTRUCTION POLICY

Erik Dahler, General Counsel presented the Committee with a copy of the Records Retention and Destruction Policy.

After some discussion by the Staff and Committee, Mr. Ury made a motion to accept the Records Retention and Destruction Policy with suggested changes and take to the full Board for approval. The motion carried unanimously.

OFFICE CHECKING ACCOUNT AND PETTY CASH POLICY

The Committee was presented with a copy of the Office Checking Account and Petty Cash Policy for review.

After some discussion, Mr. Reed made a motion to accept the policy and take it to the full Board for approval. The motion carried unanimously.

EMPLOYEE ETHICS AND STANDARDS OF CONDUCT POLICY

The Committee was presented with a copy of the Employee Ethics and Standards of Conduct Policy for review.

After some discussion, Mr. Ury made a motion to accept the policy and take it to the full Board for approval. The motion carried unanimously.

There was no further business.

ADJOURNMENT: The Committee adjourned at 11:30 a.m.

Approved this ____ day of _____, 2014.

Harry Griffin, Personnel/Audit Committee Chairman