

BOARD OF TRUSTEES  
PEACE OFFICERS' RETIREMENT, ACCIDENT AND DISABILITY SYSTEM  
ORAN PAPE STATE OFFICE BUILDING, DES MOINES, IOWA 50319-0050  
Minutes of Regular Meeting Held September 18, 2023

The Board of Trustees of the Peace Officers' Retirement, Accident & Disability System convened on September 18, 2023, at 2:01 p.m. Members of the Board present in person were Chairman Stephan Bayens, Trustee Michael Metzger, Trustee Robert Conrad, and Trustee Roby Smith. Board members present via phone were Trustee Mark Oiler. Attending in person were POR Legal Counsel John Lundquist (AG's Office), Jina Bresson (TOS), Molly Widen (TOS) and Xavier Leonard (LSA). DPS staff present at the meeting location were Director Jim Wittenwyler, POR Board Secretary Erinn Castleberry, and POR Recording Secretary Jasmine Cripps.

**Item 1 - Approval of minutes from POR Board meeting held August 21, 2023**

Trustee Conrad made a motion to approve the minutes. Trustee Metzger seconded. The motion carried by unanimous voice vote.

**Item 2 - Application for Service Retirement – John Skaar**

Sergeant John Skaar with the Iowa State Patrol has applied for service retirement effective December 9<sup>th</sup>, 2023. He has elected the Joint & 100% Survivor Annuity optional retirement benefit. Trustee Conrad made a motion to approve the application. Trustee Metzger seconded. The motion carried by unanimous voice vote.

**Item 3 - Application for Survivor's Benefits – Kelly Winter**

Special Agent Jason Winter passed away on September 1<sup>st</sup>, 2023, from a cardiac event. Surviving spouse, Kelly Winter, has applied for accidental death survivor benefits, which includes child benefits. Trustee Conrad made a motion to approve the application for accidental death survivor benefits. Trustee Metzger seconded. The motion carried by unanimous voice vote.

**Item 4 – Treasurers' Office monthly Reconciliation – April through June 2023**

Treasurer of State's Office provided the quarterly reconciliation statement for April, May, and June 2023. Trustee Conrad made a motion to accept the quarterly reconciliation statement. Trustee Metzger seconded. The motion carried by unanimous voice vote.

**Item 5 – Quarterly Performance Report – June 30, 2023 – Jina Bresson, Treasurer's Office**

Treasurer of State's Office provided the quarterly performance report for April, May, and June 2023. Trustee Conrad made a motion to accept the quarterly performance report. Trustee Metzger seconded. The motion carried by unanimous voice vote.

**Item 6 – NCPERS Financial, Actuarial, Legislative & Legal (FALL) Conference – POR Staff**

Staff provided the Board with information related to an upcoming NCPERS FALL Conference at the end of October. Trustee Conrad is requesting the Board's approval to attend the NCPERS FALL Conference. Trustee Metzger made a motion to approve Trustee Conrad's request to attend the conference. Trustee Smith seconded. Motion carried by unanimous voice vote with Trustee Conrad abstaining.

**Item 7 – Open Forum – None.**

**Next POR Board Meeting** - Monday, October 16<sup>th</sup>, 2023, at 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 Metzger seconded. The motion carried by unanimous voice vote. The meeting was adjourned at 2:13 p.m.

Respectfully,

  
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Erinn Castleberry, POR Board Secretary

  
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Jasmine Cripps, POR Board Recording Secretary