

**Kentucky Public Pensions Authority  
Audit Committee – Special Meeting  
May 15, 2023, at 2:00 PM EST (1:00 PM CT)  
Live Video Conference/Facebook Live**

**AGENDA**

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|--|-----------------------|
| <b>1. Call to Order</b>                      | <b>William O’Mara</b> |
| <b>2. Opening Statement</b>                  | <b>Legal Services</b> |
| <b>3. Roll Call</b>                          | <b>Sherry Rankin</b>  |
| <b>4. Public Comment</b>                     | <b>Sherry Rankin</b>  |
| <b>5. Approval of Minutes – May 2, 2023*</b> | <b>William O’Mara</b> |
| <b>6. Implementation of HB 587*</b>          | <b>Michael Board</b>  |
| <b>7. Adjourn*</b>                           | <b>Board Chair</b>    |

***\*Committee Action May Be Taken***

**MINUTES OF MEETING  
KENTUCKY PUBLIC PENSIONS AUTHORITY  
SPECIAL CALLED AUDIT COMMITTEE  
MAY 2, 2023, 10:00 A.M., E.T.  
VIA LIVE VIDEO TELECONFERENCE**

At the May 2, 2023, Special Called Meeting of the Audit Committee of the Kentucky Public Pensions Authority, the following Committee members were present: William O'Mara (Chair), Betty Pendergrass, Lynn Hampton, and William Summers, V. Staff members present were David Eager, Rebecca Adkins, Erin Surratt, Michael Board, Victoria Hale, Michael Lamb, Connie Davis, Kristen Coffey, Carrie Bass, Ashley Gabbard, Phillip Cook, Katie Park, and Sherry Rankin. Others present included CERS CEO Ed Owens, III, and KRS CEO John Chilton.

Mr. O'Mara called the meeting to order.

Mr. Board read the Opening Statement.

Ms. Rankin called roll.

There being no **Public Comment**, Mr. O'Mara introduced the agenda item ***Election of Chair and Vice-Chair*** (*Video 00:08:48 to 00:10:22*). Mr. Board advised that per the KPPA bylaws, the KPPA Chair can appoint the Chair of any KPPA Committee. Mr. Board reached out to the KPPA Chair, Mr. Keith Peercy, who expressed in writing that his intent was to keep the current structure of the CERS and KRS Joint Audit Committee. Mr. William O'Mara and Ms. Lynn Hampton were appointed to the positions of Chair and Vice-Chair of the KPPA Audit Committee; therefore, no election was needed.

Mr. O'Mara introduced the agenda item ***Implementation of HB 587*** (*Video 00:10:23 to 01:24:08*). Mr. Board presented a previously reviewed memo which describes the required action items for the implementation of HB 587. The Joint Audit Committee bylaws were reviewed with the Committee. There was discussion regarding the authority of the KPPA Audit Committee. Mr. O'Mara and Ms. Coffey advised that the Audit Charters indicate that the Committee will request ratification by the KPPA for all actions. Mr. O'Mara made a motion to

adopt the current language in the bylaws as presented. Ms. Hampton seconded the motion and the motion passed unanimously. Mr. Board stated that any changes made to the bylaws would require KPPA ratification. He advised that the KPPA Audit Committee may need to review several times prior to the Authority.

There was discussion regarding the title of the new Internal Auditor position which is outside of 18A. Mr. Board advised that the position title of 'Internal Auditor' was already in use; therefore, a title change was suggested. The Committee was informed that the current 18A position, Division Director of Internal Audit, would remain in the KPPA organizational structure. The KPPA Audit Committee requested that Mr. Board and Ms. Coffey work with Ms. Lori Casey, Division Director of Human Resources, to suggest appropriate titles. Ms. Coffey suggested the title of 'Chief Auditor' for the role. Mr. Board stated that 'Chief Auditor' would be used for drafting purposes and may be amended once additional title recommendations are presented to the Committee.

Mr. Board reviewed the position description for the Division Director of Internal Audit position. He reported that he reached out to public pension attorneys across the country and requested position descriptions and compensation ranges for similar positions within their agencies; six (6) responses were received. Mr. Board stated that the information would be provided to the Committee Members. Ms. Pendergrass stated that she wished to keep the existing Division Director of Internal Audit position description for the 'Chief Auditor' position. Ms. Hampton requested that the received information be used to strengthen the existing position description. Mr. Board advised that the use of the existing position description would not be ideal since that position description belongs to the 18A position of Division Director of Internal Audit. The process for abolishing a position was discussed. Ms. Adkins explained that it is possible for Ms. Casey to complete the process to abolish an unfilled position should it be the will of the Committee. Further, that KPPA Divisions have been without a Division Director in the past. Mr. O'Mara stated that this path should also be reviewed by Ms. Casey. The Committee directed Ms. Coffey to work with Ms. Casey to draft a position description for Chief Auditor and Division Director of Internal Audit and to examine the routes of keeping both positions and abolishing the Division Director of Internal Audit position.

Next, the reporting structure of the new position was discussed. Mr. Summers requested that

Staff review the reporting structure of similar positions at various agencies. There was extensive discussion of functional vs. administrative oversight and the responsible party. The Committee directed Mr. Board to request clarification from the sponsors of HB 587 regarding the oversight of the KPPA Executive Director. Mr. Board stated that he would report his findings at the next meeting of the KPPA Audit Committee.

Ms. Pendergrass suggested that the KPPA Audit Committee report to the CERS and KRS Boards of Trustees for information and to the KPPA for ratification. Additionally, Ms. Pendergrass asked that all references to 'Annual Report' be replaced with 'Annual Financial Comprehensive Report (ACFR)' in the Audit Committee Charter. Ms. Hampton stated that the KPPA should provide authorization to the CERS or KRS Boards if they wish to communicate with or provide information to the KPPA Audit Committee. Ms. Pendergrass requested that Mr. Board present language which opens a channel of communication to the CERS and KRS Boards of Trustees and requires ratification of the KPPA. Mr. Chilton added that the KPPA Audit Committee has no connection to the CERS and KRS Boards of Trustees other than the Members of the Committee. Ms. Adkins added that the legislation does require that the 'Chief Auditor' position work cooperatively with the CERS and KRS Chief Executive Officers.

Mr. Chilton suggested that language be included in the Audit Charter regarding the alternation of Audit Committee Chair between CERS/KRS Members. Additionally, language to address absenteeism and the balance of CERS/KRS Board Members at meetings. Mr. Chilton requested information on the parameters of the KPPA Audit Committee to meet in Closed Session for sensitive matters. He suggested that this subject also be addressed in the Audit Charter. Mr. Board agreed to provide this information at an upcoming meeting.

Lastly, the next Special Called Meeting of the KPPA Audit Committee was scheduled for Tuesday, May 15, 2023, at 2:00 p.m. EST. Mr. Board advised that all meetings of the KPPA Audit Committee held during the 2023 calendar year would be Special Called Meetings. He stated that language regarding the creation of the meeting calendar would be included in the bylaws.

There being no further business, a motion to *adjourn* was made by Ms. Pendergrass and seconded by Ms. Hampton, the meeting adjourned.

## CERTIFICATION

I do certify that I was present at this meeting, and I have recorded above the action of the Committee on the various items considered by it at this meeting. Further, I certify that all requirements of KRS 61.805-61.850 were met in connection with this meeting.

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Recording Secretary

I, as Chair of the Audit Committee of the Kentucky Public Pensions Authority, do certify that the Minutes of the meeting held on May 2, 2023, were approved by the Audit Committee on May 15, 2023.

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Committee Chair

I have reviewed the Minutes of the Audit Committee Meeting on May 2, 2023, for form, content, and legality.

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Executive Director  
Office of Legal Services



## KENTUCKY PUBLIC PENSIONS AUTHORITY

David L. Eager, Executive Director

1260 Louisville Road · Frankfort, Kentucky 40601  
kyret.ky.gov · Phone: 502-696-8800 · Fax: 502-696-8822



To: David Eager, KPPA Executive Director  
Rebecca Adkins, Deputy Executive Director  
Erin Surratt, Executive Director of Benefits  
Steve Willer, Executive Director, and Chief Investment Officer  
Mike Lamb, Chief Financial Officer  
John Chilton, KRS Chief Executive Officer  
Ed Owens, CERS Chief Executive Officer  
KRS Board of Trustees  
CERS Board of Trustees

From: Michael Board, Executive Director, Office of Legal Services

Date: April 4, 2023

Re: Implementation of 23 RS HB 587

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House Bill 587 was introduced in the House of Representatives on February 22, 2023, passed both the House and Senate, and was signed by the Governor on March 20, 2023. Per Section 55 of the Kentucky Constitution, HB 587 will become effective ninety (90) days after adjournment of the legislative session. Thus, HB 587 will become effective on June 28, 2023.

HB 587 amends KRS 61.505(8) in the following ways:

- a. The KPPA Board appoints or contracts for an internal auditor
  - i. Previously, as with all other employees of KPPA, the internal auditor was appointed by the KPPA Executive Director
- b. The KPPA Board sets the compensation and other terms of employment for the internal auditor
  - i. The internal auditor is not subject to KRS 18A or KRS 64.640
- c. The internal auditor reports directly to the KPPA Board
- d. The KPPA Board must conduct an annual performance evaluation of the internal auditor
- e. The internal auditor shall work cooperatively with the CEOs of KRS/CERS
- f. The internal auditor has the authority to appoint the employees under their direct supervision

As a result of the changes from this legislation, several things must happen. First and foremost, the CERS/KRS Joint Audit Committee will no longer exist, as the KPPA internal auditor will report directly to the KPPA Board. This will require amendments to the CERS and KRS By-laws to remove the language forming the Joint Audit Committee.

Second, the KPPA Board is faced with several tasks: they must appoint the internal auditor and set the compensation and terms of employment for the internal auditor. The terms of employment should include a position description. The KPPA Board is free to adopt the position description and compensation currently in place, making changes where necessary to reflect the removal of the internal auditor from the provision of KRS 18A, or they may adopt an entirely new position description and compensation. Adoption of a position description is important because the KPPA Board is required to perform an annual performance evaluation of the internal auditor.

The KPPA Board may choose to form an Audit Committee and delegate these tasks to that committee. The members of any KPPA Audit Committee must come from the eight (8) members of the KPPA Board. Forming a KPPA Audit Committee would require amending the KPPA By-laws. In creating the Audit Committee and amending the By-laws, the KPPA Board must decide the level of authority given to the Audit Committee: Are they able to act on behalf of the Board and then report their actions, or will their votes require ratification by the Board before action can be taken?

Once the KPPA Board has decided how it will carry out its responsibilities relating to internal audit, either the KPPA Board Chair or the Audit Committee Chair (if there is one) will be required to approve the internal auditor's timesheet on a weekly basis. This person will also be responsible for approving the internal auditor's leave requests, approving a flex schedule, determining if the internal auditor may work from home and, if so, on what days, and approving travel and/or ongoing educational opportunities. The most efficient and effective way to handle these approvals is for the KPPA Board or Audit Committee to delegate this limited authority to the KPPA Executive Director.

There are several action items that must be completed to fully implement this legislation. Due to the number of action items, the KPPA Office of Legal Services proposes the following timeline:

- I. April Annual Meetings
  - a. All Boards review this memo
  - b. The KPPA Board should make initial decisions regarding whether they want to create an Audit Committee and, if so, its membership, and what authority it will have
- II. Between April Annual Meetings and June Board meetings
  - a. Staff will draft proposed amendments to By-Laws and Charters, and create a proposed position description for the internal auditor
- III. June Board Meetings
  - a. KPPA needs to decide how the hiring/appointment of an internal auditor will happen
  - b. KPPA will approve a position description and set the compensation for the internal auditor or delegate this to the Audit Committee
  - c. KRS and KPPA will vote on the By-law amendments
  - d. CERS will have the 1<sup>st</sup> reading of the By-law amendments
    - i. It is not a problem if the CERS By-laws are not fully amended when this legislation becomes effective
  - e. KPPA will vote on the Audit Charters

- f. KPPA will schedule the first meeting of the Audit Committee

This is a lot of information to digest, and lot of work to accomplish. We should move through this process slowly while ensuring we accomplish every step. There are also several internal questions to be answered while implementing this legislation. Staff will continue to work through those as well. One example of these internal issues is defining a process for the internal auditor to request new positions. While the internal auditor has the authority to appoint the positions that report directly to them, those positions are still subject to KRS 18A and KRS 64.640 and must still fit within the KPPA employee cap and the KPPA administrative budget.

**From:** [Board, Michael \(KPPA\)](#)  
**To:** [Webber, Russell \(State Rep.\) \(LRC\)](#)  
**Subject:** HB 587  
**Date:** Tuesday, May 2, 2023 3:14:00 PM  
**Attachments:** [image001.gif](#)

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Good afternoon Representative Webber:

As the Executive Director of Legal Services at KPPA, it is my responsibility to ensure that the agency properly implements legislation. As we work to implement HB 587 from the 2023 Session of the Kentucky General Assembly, one very pertinent question has arisen. Prior to HB 587, the Division Director of the Division of Internal Audit reported to an Audit Committee regarding audit activities and functions and reported to the KPPA Executive Director regarding administrative issues, i.e. timesheet approval, leave time, flex schedules, etc.

It is understood that HB 587 removed from the Executive Director the authority to hire/fire the KPPA Internal Auditor. The question that is being debated is whether HB 587 also changed the reporting structure described above; is the KPPA Board now responsible for the administrative oversight of the KPPA Internal Auditor?

It is not our experience that the Trustees are involved with the day-to-day administrative oversight, but we absolutely want to properly implement the requirements of HB 587. I am available to discuss this matter at your convenience.

Thank you,

*Michael W. Board*

Executive Director, Office of Legal Services  
Kentucky Public Pensions Authority  
1260 Louisville Road  
Frankfort, Ky 40601  
502-696-8800 (Main) | 502-696-8647 (Office)  
[Michael.board@kyret.ky.gov](mailto:Michael.board@kyret.ky.gov)



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***Security number, driver's license number, KRS Member ID, KRS PIN, health, medical, financial, or personnel information unless you are sending it as encrypted message through the KRS Secure Email Portal.***

When emailing confidential information to KPPA, you must use the [KPPA Secure Email Portal](#). The portal uses strong encryption to safeguard the confidentiality of email communications. The KPPA Secure Email Portal User Manual can be found on the KPPA website at [Secure Email Portal User Manual](#).

**From:** [Webber, Russell \(State Rep.\) \(LRC\)](#)  
**To:** [Board, Michael \(KPPA\)](#)  
**Cc:** [Abney, Shelley \(LRC\)](#)  
**Subject:** [External] HB 587  
**Date:** Thursday, May 11, 2023 8:50:13 AM

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This message has originated from an **External Source**. Please use proper judgment and caution when opening attachments, clicking links, or responding to this email.

Good morning Mr. Board:

Thank you for contacting me regarding HB 587. While drafting the legislation, the goal was to move the position of the internal auditor, without creating a duplicative position, to report to the Kentucky Public Pensions (KPPA) board, while being free from interference. Similar to the executive director of KPPA, the board can hire and fire this position. I'm not sure how the board handles the executive director's flex schedule, timesheet approval, leave requests, or other similar questions but if the KPPA board does not want to directly handle it, or if the KPPA board chair does not want to handle it, I would suggest the board create a policy to designate it to an appropriate staff member for oversight, such as the executive director, HR director, etc. I want to stress we did not intend to create an additional position for another auditor but to statutorily ensure the structure is in place for the internal auditing standards to be followed for the job duty. The KPPA was the appropriate board since it is a statutory committee comprised of both CERS and KRS members whereas the audit committee is not a statutory committee. Again, thank you for the opportunity to provide comment. Please let me know if I can be of further assistance.

Sincerely,

Russell Webber  
State Representative  
26<sup>th</sup> District

**KENTUCKY PUBLIC PENSIONS AUTHORITY  
STATEMENT OF BYLAWS AND COMMITTEE ORGANIZATION**

Effective ~~January 27, 2022~~ June 28, 2023

**Section 1.1 GENERAL ADMINISTRATION.**

This Statement of Bylaws and Committee Organization of the Kentucky Public Pensions Authority Board is adopted pursuant to the authority of KRS 61.505(3)(b). State and Federal law shall control any inconsistency that exists or may exist between the law and this Statement of Bylaws and Committee Organization.

**I. Definitions.**

1. KPPA: “The KPPA” refers to the Kentucky Public Pensions Authority.
2. KPPA member: “KPPA member” used in reference to the KPPA means the eight (8) members of the KPPA Board pursuant to Kentucky Revised Statutes 61.505(2).
3. KPPA Board: “KPPA Board” refers to the eight-member board tasked with administering and operating the KPPA in accordance with Kentucky Revised Statutes 61.505.
4. Committee member: “Committee member” or “member” used in relation to a Committee refers to a member of the KPPA Board serving on an *ad hoc* or Standing Committee.
5. Board Year: The Board Year shall be from April 1 of each calendar year through March 31 of the following year.
6. Bylaws: “Bylaws” refers to the Statement of Bylaws and Committee Organization.
6. Executive Director: “Executive Director” refers to the KPPA Executive Director, as outlined in KRS 61.505(8).
7. CEO: “CEO” refers to the Chief Executive Officer of the Kentucky Retirement Systems and/or the Chief Executive Officer of the County Employees Retirement System.
8. KRS: “KRS” refers to the Kentucky Revised Statutes.
9. Retirement Office: “Retirement Office” refers to the offices of the KPPA located at 1260 Louisville Road, Frankfort, Kentucky 40601.
10. Take action: “Take action” used in relation to the KPPA Board refers to a motion being made, seconded, and voted upon by the KPPA Board in compliance with Robert’s Rules of Order. [RONR (11<sup>th</sup> ed., as amended)].

**II. Quorum; Parliamentary Authority.**

1. KPPA Board quorum. As required by KRS 61.505(7)(c), a majority of the KPPA members shall constitute a quorum and all actions taken by the KPPA Board shall be by affirmative vote of a majority of the KPPA members present.

2. KPPA Committee quorum. A majority of the KPPA members on any *ad hoc or Standing* Committee shall constitute a quorum and all actions taken by the Committee shall be by affirmative vote of a majority of the Committee members present.
3. Parliamentary authority. The most recent edition of Robert’s Rules of Order shall be the parliamentary authority. [RONR (11<sup>th</sup> ed., as amended)]

III. Meetings. Meetings of the KPPA Board and its Committees shall be conducted consistent with the Open Meetings Act, KRS 61.805 to 61.850. The Open Meetings Act shall control if any inconsistency exists between the Open Meetings Act and these Bylaws.

1. Annual Meeting. The annual meeting of the KPPA Board shall be held on the fourth (4<sup>th</sup>) Wednesday of April of each Board Year.
2. Regular Meetings. The Board shall determine and approve, on an annual basis in advance, no later than the preceding December Board meeting, the following years’ regular Board and Standing Committee meeting schedule.
3. Special Meetings.
  - A. Special meetings of the KPPA Board shall be held upon the call of the Chair of the KPPA Board or the Executive Director.
  - B. Special meetings of an *ad hoc or Standing* Committee of the KPPA Board shall be held upon the call of the Committee Chair, Chair of the KPPA, or the Executive Director.
  - C. A KPPA member may request that the Executive Director, Chair of the KPPA Board (in the case of a special meeting of the KPPA), or Committee Chair (in the case of a special meeting of an *ad hoc or Standing* Committee) call a special meeting by email or other written means. Upon receipt of email or other written requests to call a special meeting from a majority of the KPPA members, the Executive Director, KPPA Board Chair, or Committee Chair shall call the requested special meeting.
4. Notice of Meetings.



- V. **Committees.** *As specified in Sections 2.1 through 2.3 below, the ~~The~~ KPPA Board may create ad hoc or Standing Committees with such powers and duties as established by the KPPA Board. The Chair of the KPPA Board also has the authority to create an ad hoc Committee. The Chair of the KPPA Board, unless otherwise stipulated or determined by the KPPA Board, shall appoint the members of each ad hoc or Standing Committee, and such appointments shall be recorded in the minutes of the current or next-following regular KPPA Board meeting. The Chair shall also appoint a Chair for each ad hoc or Standing Committee and may appoint a Vice Chair for each ad hoc or Standing Committee, unless otherwise determined by the KPPA Board. Committee members, Committee Chair, and Committee Vice Chair, if applicable, shall serve concurrently with the appointing Chair.*
- VI. **Conflicts of Interest.**
1. KPPA members shall file a statement of financial disclosure with the Executive Branch Ethics Commission within thirty (30) days of taking office and provide a copy to the KPPA legal staff.
  2. KPPA members shall also file a statement of financial disclosure by April 15 of each calendar year, and within thirty (30) days following departure from office as a KPPA member, or as otherwise provided by law, with the Executive Branch Ethics Commission and provide a copy to the KPPA legal staff.
  3. KPPA members shall also file a written conflict of interest statement as required pursuant to the KPPA Conflict of Interest Policy.
- VII. **Confidentiality.** KPPA members shall file a written confidentiality statement as required by the KPPA Confidentiality Policy.
- VIII. **Travel Policy Guidelines.**
1. All travel for official business of KPPA must be done in accordance with the requirements of and be consistent with KRS Chapter 45A and the KPPA Per Diem and Reimbursement Policy.
  2. No more than three (3) KPPA members may be passengers in the same common carrier. A maximum of one (1) executive staff of the KPPA may be a passenger in the same common carrier.
  3. To avoid an accidental violation of Kentucky Open Meetings Laws, other than for scheduled meetings, no more than four (4) KPPA members may attend the same off-site conference, training, etc., at the same time. The Executive Director, or his or her designee, shall review KPPA member travel requests to coordinate attendance and avoid noncompliance with Kentucky Open Meetings Laws.
- IX. **Violations of KPPA Policies and Guidelines.** If a complaint is made that a KPPA member violated these Bylaws or any policy approved by the KPPA Board, the KPPA Board shall follow the procedure found in the KPPA Conflict of Interest and the KPPA Confidentiality Policies in investigating the complaint.

**Section 1.2 KPPA MEMBER REQUIREMENTS.**

- I. A vacancy on the KPPA Board shall be filled by the Kentucky Retirement Systems or the County Employees Retirement System, as appropriate, in the same manner provided for the selection of the particular KPPA member position in KRS 61.505(2).
- II. No person shall serve in more than one (1) position as a KPPA member and if a person holds more than one (1) position as a KPPA member, he or she shall resign a position.
- III. Membership on the KPPA Board shall not be incompatible with any other office unless a constitutional incompatibility exists.
- IV. An KPPA member shall be removed from office upon conviction of a felony or for a finding of a violation of any provision of KRS 11A.020 or 11A.040 by a court of competent jurisdiction.
- V. KPPA members are expected to comply with the Trustee Education Policy of the Board of Trustees of the Kentucky Retirement Systems or the Trustee Education Policy of the County Employees Retirement System, as applicable. The Executive Director may schedule additional KPPA member education at any Annual Meeting or Regular Meeting of the KPPA Board. If a KPPA member fails to comply with the Trustee Education Policy of either the Board of Trustees of the Kentucky Retirement Systems or the Board of Trustees of the County Employees Retirement System (as applicable), or fails to attend additional KPPA member education scheduled by the Executive Director, then any reimbursement or per diem of the KPPA member shall not be paid until the KPPA member is in compliance with the applicable Trustee Education Policy or receives the additional KPPA member education.

**Section 1.3 KPPA BOARD RESPONSIBILITIES.**

- I. The KPPA Board shall make and maintain Bylaws.
- II. The KPPA Board shall appoint an Executive Director and fix the Executive Director's salary.
- III. The KPPA Board may act on contracts for rental of office space, and professional services, including, but not limited to, the auditor, legal counsel, medical examiners, and hearing officers, in accordance with the requirements of the Commonwealth of Kentucky Model Procurement Act (KRS Chapter 45A).
- IV. The KPPA Board shall consider and take action on changes to administrative regulations proposed by the staff of the KPPA.
- V. The KPPA Board shall take action on the audited financial statements of the KPPA, which includes the Kentucky Retirement Systems and the County Employees Retirement System plans.
- VI. The KPPA Board shall consider and take action on the recommendations of all of its Committees.

- VII. The KPPA Board shall receive reports from the joint KPPA Audit Committee ~~of the Kentucky Retirement Systems and the County Employees Retirement System~~, and shall be responsible for ensuring that the recommendations of the joint KPPA Audit Committee are implemented.
- VIII. The KPPA Board shall, in compliance with KRS Chapter 45A, issue a Request for Proposal and through KPPA staff select and contract with the actuary, who shall be a Fellow of the Conference of Consulting Actuaries or a member of the American Academy of Actuaries, pursuant to KRS 61.505(1)(e), KRS 61.645(2)(d), and KRS 78.782(2)(d) in order to allow the Kentucky Retirement Systems and the County Employees Retirement System to carry out their obligations in accordance with KRS 61.670 and KRS 78.784. The KPPA may also consult with the actuary as needed in accordance with KRS 61.505(12)(c)2.
- IX. The KPPA Board shall provide oversight concerning programs and services for Kentucky Retirement Systems' and County Employees Retirement System's members, beneficiaries, recipients, and participating employers.
- X. The KPPA Board, and individual KPPA members, should ordinarily refer all news media inquiries to the Executive Director and/or the KPPA Board Chair, and should not speak on behalf of the KPPA with the news media. However, nothing in this subsection is intended to prevent individual KPPA members from speaking to the media concerning their actions, opinions, and decisions as individual KPPA members.
- XI. The KPPA Board shall review and approve the KPPA biennial administrative budget and necessary budget amendments. The Executive Director (or designee) will schedule meetings, prepare budget documents and supporting schedules, and present them to KPPA members prior to the date of a meeting. The KPPA biennial administrative budget will include the budgets of the Kentucky Retirement Systems and the County Employees Retirement Systems.

**Section 1.4 EXECUTIVE DIRECTOR RESPONSIBILITIES.**

- I. The Executive Director shall appoint all employees deemed necessary to transact the business of the KPPA, except for the employees who report directly to the KPPA Chief Auditor, The KPPA Executive Director ~~and~~ shall be responsible for oversight and implementation of agency-related human resources management, e.g., affirmative action and similar matters. All employees of the KPPA, except for the Executive Director, the Chief Auditor, the Executive Director of the Office of Investments, and the Deputy Executive Director of the Office of Investments shall be subject the state personnel system established pursuant to KRS 18A.005 to 18A.204 and shall have their salaries determined by the secretary of the Personnel Cabinet.

- II. The Executive Director shall seek appropriate input from the CEOs of the Kentucky Retirement Systems and the County Employees Retirement System and the Investment Committee Chairs of the Board of Trustees of the Kentucky Retirement Systems and the Board of Trustees of the County Employees Retirement System regarding the hiring, firing, and performance evaluations of the Executive Director of the Office of Investments. The Executive Director shall also have personnel authority over all employees of the Office of Investments. However, all Office of Investments employees, including the Executive Director of the Office of Investments, shall take direction on investment management and performance from the Investment Committees of the Board of Trustees of the Kentucky Retirement Systems and the Board of Trustees of the County Employees Retirement System.
- III. The Executive Director will coordinate with the CEOs of the Kentucky Retirement Systems and the County Employees Retirement System to develop a biennial budget and necessary budget amendments for approval by the KPPA, and shall submit the budget to the Governor's office. The KPPA biennial administrative budget will include the budgets of the Kentucky Retirement Systems and the County Employees Retirement Systems. The Executive Director (or designee) shall present a budget-to-actual expenditure analysis to the KPPA at each regular quarterly meeting of the KPPA.
- IV. The Executive Director shall ensure that information and records management is comprehensive and efficient, and shall ensure that a disaster recovery plan, continuity of operations plan, and policies to ensure cyber-security are developed and maintained.
- V. The Executive Director shall develop recommendations for improvements and revisions of KPPA Board policies and submit such revisions for KPPA Board approval. The Executive Director shall ensure that approved policies are implemented in conformance with statutes, regulations, and relevant policies of the Kentucky Retirement Systems and the County Employees Retirement System.
- VI. The Executive Director shall collaborate with the KPPA Office of Legal Services to monitor litigation affecting the KPPA and the Kentucky Retirement Systems, and the County Employees Retirement System, jointly. The Executive Director shall report significant relevant developments to the KPPA Board. Litigation affecting only the Kentucky Retirement Systems or only the County Employees Retirement System shall not be reported to the KPPA.
- VII. The Executive Director shall collaborate with the CEOs of the Kentucky Retirement Systems and the County Employees Retirement System in acting as legislative liaison, and represent the KPPA at legislative hearings and other legislative meetings. The Executive Director will review proposed legislation that is likely to affect the KPPA, the Kentucky Retirement Systems, and the County Employees Retirement System and advise the KPPA Board about pending legislation.

- VIII. The Executive Director shall collaborate with the CEOs of the Kentucky Retirement Systems and the County Employees Retirement System to provide technical assistance to the members of the General Assembly, the Governor's office, and state and local government officials.
- IX. The Executive Director shall collaborate with the CEOs of the Kentucky Retirement Systems and the County Employees Retirement System to recommend legislative or regulatory changes and propose draft language.
- X. The Executive Director shall implement any statutory or regulatory changes and take appropriate action to conform to state and federal law.
- XI. The Executive Director shall sign all documents necessary to promulgate or amend an administrative regulation on behalf of the KPPA in accordance with KRS 13A.220 and KRS 61.505(1)(f).
- XII. The Executive Director shall collaborate with the CEOs of the Kentucky Retirement Systems and the County Employees Retirement System to communicate with the mass media and other agencies, entities, or institutions, including responding to correspondence or inquiries addressed to the KPPA.
- XIII. The Executive Director shall assist the CEOs of the Kentucky Retirement Systems and the County Employees Retirement System in coordinating reciprocal benefits with the other state administered retirement systems in Kentucky.
- XIV. In the case of emergency conditions that threaten the functioning of the KPPA, the Kentucky Retirement Systems, or the County Employees Retirement System; the preservation or protection Kentucky Retirement Systems' property or assets or the County Employees Retirement System's property or assets; vital data; or the health and safety of any person, and where a quorum of the KPPA Board is unavailable, the Executive Director may take actions necessary to prevent or mitigate the threat, even if a vote of the KPPA Board would otherwise be necessary to take such action. When a quorum of the KPPA Board becomes available, any such actions taken by the Executive Director shall be reviewed and ratified as necessary.
- XV. The Executive Director shall designate KPPA staff to act as the Records Custodian for the KPPA, the Kentucky Retirement Systems, and the County Employees Retirement System, and shall ensure compliance with Kentucky's Open Records Act, KRS 61.870, et seq.
- XVI. The Executive Director shall ensure that all Board and/or Committee meeting materials are distributed to Trustees at least one week in advance of the meeting to allow Trustees ample time to review documents.

**Section 2.1 AD HOC COMMITTEES.**

The Chair or the KPPA Board may at any time establish an *ad hoc* Committee of the KPPA Board and fix its duties and responsibilities for any purpose which, in the judgment of the Chair or the KPPA Board, is served by an *ad hoc* Committee. The Chair shall appoint the members of each *ad hoc* Committee. Each *ad hoc* Committee shall consist of two (2) KPPA members who also serve on the Board of Trustees of the Kentucky Retirement Systems and two (2) KPPA members who also serve on the Board of Trustees of the County Employees Retirement System. The Chair shall also appoint a Chair for each *ad hoc* Committee and may appoint a Vice Chair, unless otherwise determined by the KPPA Board.

#### Section 2.2 STANDING COMMITTEES

The Board shall have the Standing Committees specified in Section 2.3, each of them to have the duties and responsibilities as therein set forth, together with such other duties and responsibilities as the Board may by resolution determine. In each Board Year, the Chair, elected at the annual meeting, shall appoint members to Committees as specified in Section 2.3, unless otherwise determined by the Board. Each Committee shall have a Chair and the Board Chair shall appoint the Chair of each Committee, unless otherwise determined by the Board. A Committee may (but is not required to) elect a Vice-Chair from among its committee members by a majority vote of the Committee, if one is not appointed by the Chair of the KPPA Board. A Vice-Chair so elected shall preside at meetings of the Committee in the absence or inability to act of the Committee Chair. Any member may attend any meeting of any Committee of which he or she is not a Committee member but shall not have a vote.

#### Section 2.3 STANDING COMMITTEES; DUTIES AND RESPONSIBILITIES.

The Standing Committees of the Board are, and shall have respective duties and responsibilities, as follows:

a. **Audit Committee.** The Audit Committee shall consist of four (4) members total, two (2) Trustees from the County Employees Retirement System Board and two (2) Trustees from the Kentucky Retirement Systems Board. The Audit Committee shall recommend actions to the KPPA Board in fulfilling its oversight responsibilities for the system of internal control, the internal and external audit processes, and the process for monitoring compliance with laws, regulations, and the code of conduct.

1. **Audit Committee Responsibilities.** The Audit Committee will meet quarterly, with authority to convene additional meetings, as circumstances require. The Audit Committee shall have the authority to review reports by the Chief Auditor and to recommend appropriate policies and procedures. Additional responsibilities are enumerated in the Audit Committee Charter

2. **Chief Auditor Responsibilities.** The KPPA Chief Auditor will be responsible for the planning, implementation, and reporting of audits and internal audit plans. The Chief Auditor will also be responsible for the functional control and audit activities in the relation to the objectives of the KPPA Division of Internal Audit. Additional responsibilities are enumerated in the KPPA Division of Internal Audit Charter.

3. **Audit Charters.** The Audit Committee Charter and the KPPA Division of

Internal Audit Charter are hereby incorporated by reference.

**Section 2.22.4 DELEGATIONS OF AUTHORITY BY THE KPPA BOARD.**

**Delegation of Authority.** Except as may be prohibited by or inconsistent with law, the KPPA Board may delegate to any *ad hoc* or *Standing* Committee of the KPPA any power, authority, duty, or responsibility conferred on the KPPA Board by law. In the case of any such delegation, the decision or action of the *ad hoc* or *Standing* Committee within the scope of its delegated authority shall constitute the decision or action of the KPPA Board and shall be reported to the KPPA Board at its next regularly scheduled meeting. The KPPA Board may at any time rescind the delegated authority as a whole or in part.

**Section 2.3.2.5 LIMITATIONS ON AUTHORITY.**

No *ad hoc* or *Standing* Committee shall have any power or authority, nor shall the KPPA Board delegate to itself, power or authority, as to any of the following:

- I. The amendment or repeal of any KPPA Board resolution.

Action on other matters committed by KPPA Board resolution or by Kentucky law (including the common law of trusts respecting the delegation or the non-delegation of fiduciary responsibilities) to the KPPA Board under terms or provisions that make such action non-delegable.

**Section 2.42.6 AMENDMENT OF BYLAWS.**

These Bylaws may be amended at any regular or special meeting of the KPPA Board by a vote of a majority of the entire membership of the KPPA Board.

**Section 3.0 LITIGATION DEFENSE FOR TRUSTEES AND EMPLOYEES OF KPPA, COUNTY EMPLOYEES RETIREMENT SYSTEMS AND KENTUCKY RETIREMENT SYSTEMS.**

The KPPA shall provide and pay for the defense of any current or former Board Member or employee of the KPPA, or trustee County Employees Retirement Systems and Kentucky Retirement Systems who is named in any action arising out of an act or omission occurring within the scope of the Trustee or employee's duty as a member or employee of one of those Boards and to pay any judgment, compromise or settlement of the action provided that the Trustee or employee notifies in writing the KPPA within 10 days of receipt of service. The KPPA shall not pay a judgement or settlement or may recover payments made on behalf of a Trustee or employee if it is determined through the course of litigation that the Trustee or employee: acted or failed to act because of malice, fraud or corruption; the actions are clearly outside the actual or apparent scope of the Trustee or employee's duties; the Trustee or employee willfully failed or refused to assist in the defense of the cause of action; or the Trustee or employee compromised or settled the claim without the approval of the KPPA. If the Trustee or employee obtains private counsel KRS 78.782 and KRS 61.645 shall apply.

**Section 4.0 CERTIFICATION OF STATEMENT OF BYLAWS AND COMMITTEE ORGANIZATION.**

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We, the Chair of the Kentucky Public Pensions Authority Board and the Executive Director of the Kentucky Public Pensions Authority, do certify that this Statement of Bylaws and Committee Organization was approved and adopted by the KPPA Board on the ~~27<sup>th</sup>~~ <sup>28<sup>th</sup></sup> day of ~~January~~ <sup>June</sup>, ~~2022~~ <sup>2023</sup>.

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\_\_\_\_\_  
Keith Percy, Chair  
Kentucky Public Pensions Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
David L. Eager, Executive Director  
Kentucky Public Pensions Authority

\_\_\_\_\_  
Date

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**County Employees Retirement System and  
Kentucky Retirement Systems Kentucky Public Pensions Authority**

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**Charter for the ~~Joint~~ Audit Committee**

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Throughout this Charter, the Kentucky Public Pensions Authority Board will be referred to as the Authority. When referring to the Kentucky Public Pensions Authority as an administrative organization, the acronym KPPA will be used.

**Commented [CK(1)]:** This is the language/naming convention used in the statutes, so it is being used throughout the Charter.

### I. Charter

This Charter establishes the authority and responsibility of the ~~Joint~~-Audit Committee of the ~~Authority~~~~County Employees Retirement System (CERS) and the Kentucky Retirements Systems (KRS).~~

### II. Purpose

The purpose of the ~~Joint~~-Audit Committee is to assist the ~~Authority~~~~Board of Trustees (Board), the and Chief Executive Officer (CEO) Management teams of both the County Employees Retirement System (CERS) and the Kentucky Retirement Systems (KRS), and the KPPA Executive Director as well as the Kentucky Public Pensions Authority (KPPA)~~ in fulfilling their oversight responsibilities for the:

1. System of internal controls,
2. Internal and external audit processes, and
3. Process for monitoring compliance with laws and regulations and the code of conduct as described in the appropriate entity bylaws.

As defined by the Institute of Internal Auditors, internal auditing is *an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. The goal of internal auditing is to help the organization accomplish its objectives by bringing a systematic, disciplined approach to evaluating and improving the effectiveness of risk management, control, and governance processes.*

Consistent with this definition, internal auditing within KPPA can be defined as the *independent appraisal of the various operations and systems of control within KPPA, CERS, and KRS to determine whether acceptable policies and procedures are followed, legislative requirements and established standards are met, resources are used efficiently and economically, planned missions are accomplished effectively, and the objectives of KPPA, CERS, and KRS are being achieved.*

### III. Authority

The Authority has delegated several areas of their statutory authority to the Audit Committee. The Authority may at any time rescind the delegated authority as a whole or in part. All decisions or actions of the Audit Committee must be ratified by the Authority. The Authority has delegated the following to the Audit Committee:

1. Appoint or contract for the services of a Chief Auditor.
2. Fix the compensation and other terms of employment for the Chief Auditor without limitation of the provision of Kentucky Revised Statutes chapters 18A, 45A, and 64.640.
3. Work with the Chief Auditor concerning the staffing and organizational structure of the Division of Internal Audit.

4. On an annual basis, conduct a performance evaluation of the Chief Auditor.
5. At least quarterly, report Audit Committee activities, issues, and related recommendations to the Authority for ratification.

#### IV. Composition

The ~~Joint~~ Audit Committee will consist of four (4) members – two CERS members and two KRS members appointed annually by the Chair of the ~~CERS Authority Board~~. The Authority Chair will also name the Chair of the Audit Committee, and two KRS members appointed by the Chair of the KRS Board. ~~The Chair of the Audit Committee may appoint a Vice Chair or the members of the Joint Audit Committee may will elect a Joint Audit Committee Chair and Vice Chair (please note that the position of Vice Chair is not required to be filled). The Chair of the Audit Committee will rotate annually between a CERS and KRS member.~~ A quorum to conduct business is satisfied if a majority of the ~~Joint~~ Audit Committee members are present.

Each ~~Joint~~ Audit Committee member will be independent and free of conflicts of interest with respect to the projects under the scope of the ~~Joint~~ Audit Committee. For the purposes of the ~~Joint~~ Audit Committee, independent shall mean those individuals who do not report directly to KPPA, CERS, or KRS management and those persons who are not directly responsible for the day-to-day operations of KPPA, CERS or KRS.

At least one member of the ~~Joint~~ Audit Committee will be designated as the “financial expert.”<sup>1</sup> A financial expert is an individual who possesses, among other attributes:

1. An understanding of financial statement preparation and generally accepted accounting principles (GAAP) and, in this case, the accounting standards issued by the Governmental Accounting Standards Board (GASB).
2. The ability to assess the general application of such principles in connection with the accounting for estimates, accruals, and reserves.
3. Experience preparing, auditing, analyzing, or evaluating financial statements that present a breadth, depth, and level of complexity of accounting issues that can reasonably be expected to be raised by the government entity’s financial statements or experience actively supervising one or more persons engaged in such activities.
4. An understanding of internal control and the procedures for financial reporting.
5. An understanding of audit committee functions.

#### V. Meetings

~~Joint~~ Audit Committee meetings must comply with Kentucky’s Open Meetings Act contained in Kentucky Revised Statutes Chapter 61.800, et seq. The ~~Joint~~ Audit Committee will meet at least four (4) times a year, with authority to convene additional meetings, as circumstances require. All ~~Joint~~ Audit Committee members and the ~~Chief Auditor Director of the Division of Internal Audit Administration (Internal Audit)~~ are expected to attend each meeting. The ~~Joint~~ Audit Committee will invite KPPA, CERS, and KRS staff; auditors; or others to attend meetings and provide pertinent information, as deemed necessary. The ~~Joint~~ Audit Committee may conduct closed sessions when legally authorized under Kentucky’s Open Meetings Act. Meeting agendas will be provided to members of the ~~Joint~~ Audit Committee, along with appropriate briefing materials. Minutes will ~~also~~

<sup>1</sup> See Sarbanes-Oxley Act of 2002 § 407.

be prepared and approved by the ~~Joint~~ Audit Committee. Agendas and ~~minutes will also be~~ posted to the KPPA website in compliance with Kentucky's Open Meetings Act.

## VI. Scope of Responsibilities

In order fulfill the statutory authority delegated to it by the Authority, ~~The~~ ~~Joint~~ Audit Committee is responsible for the following activities:

### Internal Controls and Compliance ~~for KPPA, CERS, and KRS~~

1. Evaluate the effectiveness of the internal controls system, including information technology security and control.
2. Evaluate the effectiveness of the system used to monitor compliance with laws and regulation.
3. Evaluate the effectiveness of the system used to monitor noncompliance with entity code of conduct and/or bylaws as well as evaluate the process in which the code of conduct and bylaws are communicated to personnel.
4. ~~The Joint Audit Committee has authority to c~~Conduct or authorize investigations into any matters within the Audit Committee's its scope of responsibility.
5. Evaluate the results of ~~management's~~ investigations and follow-up (including disciplinary action) of any instances of noncompliance.
6. Obtain regular updates from management and legal counsel regarding compliance matters.
7. Seek and obtain any necessary information from person(s) employed by KPPA, CERS, or KRS (all of whom are directed to cooperate with the ~~Joint~~ Audit Committee's requests) or external parties.

**Commented [CK(2):** Items #4 and #7 were originally under Authority section, but have been moved to the responsibilities section since the Authority section now outlines responsibilities set forth in HB 587. Item #4 was also similar to an item originally under "Other" that item has been combined here (i.e. Oversee special investigations as needed).

**Commented [CK(3):** Does this need to be more defined – weekly, monthly, quarterly, etc.?

### Internal Audit

- ~~1. The KPPA Executive Director will meet and confer with the Joint Audit Committee concerning the appointment, dismissal, replacement, and compensation of the Internal Audit Director. The Internal Audit Director is a non merit position under Kentucky Revised Statute 19A, request for appointment and salary recommendations must come from the KPPA Executive Director and receive final approval from the Governor.~~
- ~~2. Review the Internal Audit staffing and organizational structure with the KPPA Executive Management team and the Internal Audit Director.~~
- ~~3.~~1. Evaluate the effectiveness of the internal audit function, including compliance with the Institute of Internal Auditors' International Standards for the Professional Practice of Internal Auditing.
- ~~4.~~2. Ensure there are no unjustified restrictions or limitations placed on Chief Auditor or the Division of Internal Audit in relation to the completion of audit projects.
- ~~3. Accept KPPA management's responses submitted to internal audits.~~
- ~~5.~~4. Ensure recommendations from the Division of Internal Audit are closed in a reasonable time. Recommendations may be closed for one of the following reasons – recommendation implemented, recommendation no longer applicable, or KPPA management accepts risk and recommendation will not be implemented.
- ~~6.~~5. Resolve any disagreements between KPPA, CERS, and/or KRS management and the ~~internal~~ Chief aAuditor regarding internal audit reports.

**Commented [CK(4):** Moved to the Authority section

**Commented [CK(5):** These are suggested additions

**Commented [CK(6):** This item was originally under Authority section, but has been moved to the responsibilities section since the Authority section now outlines responsibilities set forth in HB 587.

6. Evaluate and confirm the independence of the Chief Auditor and Division of Internal Audit staff by obtaining independence statements from all staff. Work with the Chief Auditor to resolve any actual or perceived conflicts.
7. On an annual basisAnnually, review and approve the Charter for the Division of Internal Audit Administration, the Audit Plan, and the Internal Audit Budget.
8. On a regular basis meet with the Chief Internal Auditor-Director, including closed session discussions, pursuant to Kentucky’s Open Meeting Act in Kentucky Revised Statutes Chapter 61.800, et seq.

**Commented [CK(7)]:** Does this need to be more defined – weekly, monthly, quarterly, etc.?

**External Audit**

1. Oversee the work of any registered Certified Public Accounting (CPA) firm employed by KPPA.
2. Understand the scope of external auditors' review of internal controls over financial reporting and obtain reports on significant findings and recommendations, together with management's responses.
3. Pre-approve the scope of all financial audit and non-financial audit services provided by external auditors, including coordination of audit effort with the Division of Internal Audit.
4. Review the findings of any examinations by regulatory agencies and any auditor observations.
5. Evaluate the performance of the external auditors and exercise final approval on the appointment or discharge of the auditors.
6. Ensure recommendations from external auditors are closed in a reasonable time. Recommendations may be closed for one of the following reasons – recommendation implemented, recommendation no longer applicable, or KPPA management accepts risk and recommendation will not be implemented.
- 6.7. Resolve any disagreements between KPPA, CERS, and/or KRS management and the external auditor regarding financial reporting.
- 7.8. Receive communications from external auditors that are required by the AICPA Standards to be received by "Governing Boards."
- 8.9. Evaluate and confirm the independence of the external auditors by obtaining statements from the auditors on relationships between the external auditors and KPPA, CERS, and KRS, including non-audit services. Discuss any identified the relationships with the external auditors.
- 9.10. At least annually, meet with the external auditors to discuss any matters that the Audit Committee or external auditors believe should be discussed privately.

**Commented [CK(8)]:** Items # 1, #3, and #7 were originally under Authority section, but have been moved to the responsibilities section since the Authority section now outlines responsibilities set forth in HB 587.

**Commented [CK(9)]:** Items #2 and #4 were originally under the Internal Controls heading, but seem to fit better here since they relate to external audits.

**Commented [CK(10)]:** Suggested addition

**Reporting**

1. As needed or upon request. Regularly–report Joint–Audit Committee activities, issues, and related recommendations to the CERS and KRS Boards of Trustees for informational purposesratification.
2. As needed, report Joint Audit Committee recommendations to KPPA for implementation.
- 3.2. Review any other reports issued by the KPPA staff that relate to the responsibilities of the Joint–Audit Committee.

**Commented [CK(11)]:** This is under the Authority section, item #5.

**Other**

1. At least 4annually, review and assess the adequacy of the Charter for the Audit Committee.
2. At least annually, Cconfirm annually that all responsibilities outlined in this Charter have been completed.
3. At least annually, Evaluate the Joint–Audit Committee's and individual members' performance on a regular basis.

4. Facilitate open channels of communication between ~~the Chief Auditor, the Division of Internal Auditor,~~ external auditors, ~~and the KPPA Authority, CERS, and KRS.~~
5. ~~At each meeting, approve the minutes from the immediate prior Audit Committee meeting and minutes from any other Audit Committee meeting not yet approved.~~
- 5.6. Meet with the CEOs of the CERS and KRS, KPPA management, ~~Chief Auditor, internal and external auditors,~~ outside counsel, or others as necessary.
- 6.7. Perform other activities related to this Charter as requested ~~by the Authority. Requests to perform additional activities can be made by the KPPA Board.~~

**Commented [CK(12):** Item was originally under Authority section, but has been moved to the responsibilities section since the Authority section now outlines responsibilities set forth in HB 587.

## VII. Responsibilities of Other Parties

1. The auditors (internal and external) are responsible for planning and conducting audits.
2. The ~~Authority, CERS and KRS Boards of Trustees are~~ responsible for ratifying actions taken by the ~~Joint~~ Audit Committee.
3. KPPA management is responsible for ~~ensuring implementing internal and external audit recommendations are closed in a timely manner approved by the Joint Audit Committee and ratified by the CERS and KRS Boards of Trustees.~~
4. KPPA ~~staff~~ is responsible for the selection and hiring of the external auditor. ~~The Chief Auditor shall be a part of the team that reviews bids for the external audit contract. The Chief Auditor can serve either as an evaluating member of the team or as a Technical Advisor.~~
5. KPPA management is responsible for preparing and fairly presenting the financial statements in accordance with GAAP for governmental entities as issued by GASB, maintaining effective internal control over financial reporting, and ensuring ~~KPPA complian~~cees with applicable laws, regulations, and other requirements.
6. The CERS and KRS Boards of Trustees are responsible for approval of the Annual ~~Comprehensive Financial~~ Report.
7. ~~KPPA-The Authority~~ is responsible for final approval and publishing of the Annual ~~Comprehensive Financial~~ Report.

**Commented [CK(13):** Added based on discussion that occurred during review of the Audit Charter in May 2022. During that discussion it was requested that a representative from Internal Audit be included as a part of the team that selects the external auditor.

## VIII. Approvals

We, the undersigned, do certify that this Charter was approved on the ~~28<sup>th</sup>~~ day of June, 2023.

**Commented [CK(14):** Date of the final meeting where we will request ratification of the approval of the charter.

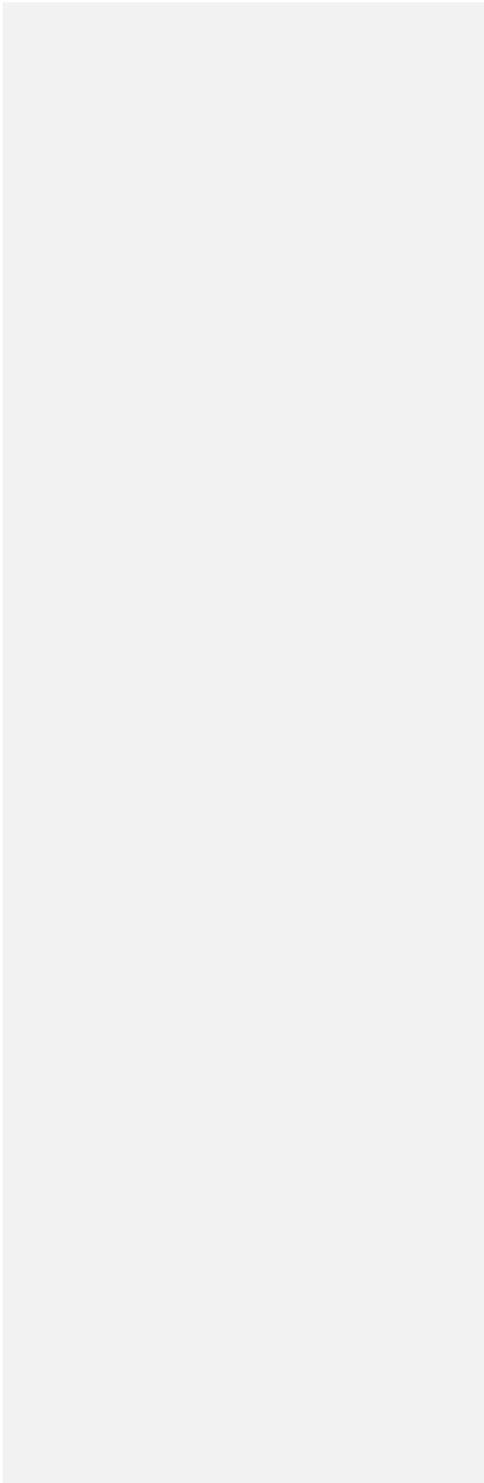
\_\_\_\_\_  
~~Joint~~ Audit Committee Chair Date

\_\_\_\_\_  
 Board Chair Date  
 Kentucky Public Pensions Authority

History: Initial Approval Date: June 28, 2023

Amended:

DRAFT





# Kentucky Personnel Cabinet Position Description

**Position Number:** [REDACTED] - **Division Director**

**Position Description Effective Date: 07/21/2022 to 12/31/9999**

Employee Name	Personnel Number	Supervisor Position Number
Coffey , Kristen N	[REDACTED]	[REDACTED]
Organizational Title	Organizational ID	Organizational Short Text
Division of Internal Audit Admin	10200764	31100
Employee Group	Personnel Subarea	Employee Effective Date
A - 18A	1000 - FT Exempt	01/16/2018 to 12/31/9999
Job Title	Job ID	Job Short Text
Division Director	20001933	01600V170916
Pay Grade		
00		

**Statement of Duties: Briefly state the main function of the job**

Evaluates accounting, financial, and other operational activities as an independent appraisal function as appropriate. Provides direction for all areas of Internal Audit within the Kentucky Public Pensions Authority (KPPA). Establishes the internal audit activity's function and responsibilities. Establishes and documents procedures and oversees management of the internal audit activity. Reports internal audit activities to management, Investment Committee, Audit Committee, and the Board of Trustees; and performs other duties as required.

**Task No:1**

Formulates internal audit programs in order that all aspects of transactions are audited. Prepares risk analysis and annual audit plan. Develops an effective team of competent subordinates who understand, and are able to discharge the obligations of their positions/jobs. Supervises and directs audit staff. Reviews, corrects, and comments on staff work scopes, plans, work papers and reports.

25%

**Task No:2**

Ensures effective management of the financial resources of KPPA and that all operations are within the policies and plans as laid down by management, Board Policies and Statutes. Prepares audit programs and conducts audits.

25%

**Task No:3**

Prepares reports containing observations, comments and recommendations for management and the Board based on carried out work. Reports audit findings and recommendations to management, Investment Committee, Audit Committee, and the Board of Trustees. Assists the Audit Chair in Audit Committee Meeting Preparation and follow up.

20%

**Task No:4**

Maintains employee records. Approves leaves, overtime requests, and timesheets. Provides development, coaching and feedback to staff including time management and attendance. Ensures completion of performance evaluations. Recommends personnel actions.

10%



# Kentucky Personnel Cabinet Position Description

**Position Number:** [REDACTED] - Division Director  
**Position Description Effective Date:** 07/21/2022 to 12/31/9999

**Task No:5**

Participates in all meetings of the Investment, and Retiree Health Care Committees involving consideration of policy/procedures formulation matters and other allied matters relating to the overall operations of KPPA.

10%

**Task No:6**

Liaising with the external auditors in order that both external and internal audit functions will be carried out efficiently and effectively with minimum duplication of efforts. Facilitates reviews, and coordinates audits with external auditors or others as necessary.

5%

**Task No:7**

Performs other duties as assigned.

5%

Total Percentage 100%

Does the incumbent of this position conduct performance appraisals on subordinate employees?  No  Yes

If yes, list ALL JOB Titles(s) and Position Number(s) supervised.

Retirement Investment Specialist II [REDACTED]  
Auditor [REDACTED]  
Auditor [REDACTED]

Does the incumbent of this position supervise employees, inmates, interim employees, etc. which do not require the completion of a performance appraisal?  No  Yes

If yes, list all employees supervised and indicate the relationship to incumbent.

[REDACTED]

**Are there any essential functions of this position that require an incumbent to:**

Select Check Box to indicate as YES

- Maintain a valid driver's license?
- May be required to carry and/or use a firearm?
- Lift heavy objects or work in uncomfortable positions for extended periods of time?
- Be exposed to dangerous working conditions including rough terrain?
- Frequently communicate in person or by other means of technology?
- Spend a major portion of time using a computer?
- Be exposed to contagious diseases?
- Work overtime or alternate work schedules?



# Kentucky Personnel Cabinet Position Description

**Others – Please Describe:**

Travel may be required

Position Description printed: 05/10/2023