

# SEC Form ADV Part 2B Brochure Supplements

Janel E. Carroll

Michael J. Chasnoff

Steven T. Condon

Brad D. Felix

Scott M. Keller

Ryan J. Klekar

Christopher M. Meyer

W. Ted Parchman



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These brochure supplements provide information about supervised persons listed above that supplement the Truepoint Institutional Advisors, LLC (“Truepoint” or “Firm”) brochure. You should have received a copy of that brochure.

Explanations of the minimum qualifications required for professional designations held by supervised persons at Truepoint are provided at the end of each brochure supplement. The explanations are provided to assist you in understanding the value of each designation.

Please contact Janel Carroll, Chief Compliance Officer, at 513-792-6648 or [j.carroll@truepointwealth.com](mailto:j.carroll@truepointwealth.com) if you did not receive Truepoint’s brochure or if you have any questions about the contents of this supplement.

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## SEC Form ADV Part 2B

Janel E. Carroll (b. 1966), CPA, CFP®

### **Educational Background:**

B.B.A. in Accounting, University of Notre Dame, 1988

### **Business Experience:**

February 1995 - Present:  
CCO & Principal, Truepoint Wealth Counsel

### **Explanation of Professional Designations:**

#### Certified Public Accountant (CPA)

In order to become a licensed CPA in the United States, the candidate must sit for and pass the Uniform Certified Public Accountant Examination, which is set by the American Institute of Certified Public Accountants and administered by the National Association of State Boards of Accountancy and have two years of experience properly supervised by a licensed CPA.

Eligibility to sit for the Uniform CPA Exam is determined by individual State Boards of Accountancy. Typically the requirement is a U.S. bachelor's degree which includes a minimum number of qualifying credit hours in accounting and business administration with an additional one year study. All CPA candidates must pass the Uniform CPA Examination to qualify for a CPA certificate and license (i.e., permit to practice) to practice public accounting.

CPAs are required to take continuing education courses in order to renew their license. Requirements vary by state. The vast majority of states require 120 hours of CPE every 3 years with a minimum of 20 hours per calendar year. The requirement can be fulfilled through attending live seminars, webcast seminars, or through self-study (textbooks, videos, online courses, all of which require a test to receive credit).

#### Certified Financial Planner (CFP)

The CERTIFIED FINANCIAL PLANNER™, CFP® and federally registered CFP (with flame design) marks (collectively, the "CFP® marks") are professional certification marks granted in the United States by Certified Financial Planner Board of Standards, Inc. ("CFP Board"). To attain the right to use the CFP®

marks, an individual must satisfactorily fulfill the following requirements: 1) complete an advanced college-level course of study addressing financial planning subject areas and attain a Bachelor's Degree from a regionally accredited United States college or university; 2) pass the CFP® Certification Examination; 3) have at least three years of full-time financial planning-related experience; and 4) agree to be bound by CFP Board's Standards of Professional Conduct, outlining the ethical and practice standards for CFP® professionals. Individuals must complete 30 hours of continuing education every two years, including two hours on the Code of Ethics, to maintain competence and keep up with developments in the field. Individuals must also renew an agreement to be bound by the Standard of Professional Conduct.

**Disciplinary Information:** None.

### **Other Business Activities:**

- Board, ArtWorks
- Board, St. Joseph Home
- Committee Member, Kenwood Country Club

**Additional Compensation:** None.

### **Supervision:**

As President & Principal, Steve Condon is primarily responsible for supervision of our employees' advisory activities and advice provided to our clients. Janel Carroll is the firm's Chief Compliance Officer. We have written policies and procedures, which include the use of investment policy statements signed by both the client and the advisor, restrictions on employee personal trading and prohibitions against trading based on material non-public information. Steve and Janel regularly monitor these and other elements of the firm's policies and procedures to assure compliance. For additional information, you may contact Truepoint at 513-792-6648.

## SEC Form ADV Part 2B

Michael J. Chasnoff (b. 1959), CFP®

### **Educational Background:**

B.S. in Finance, University of Texas, 1982

### **Business Experience:**

August 1990 – Present:  
CEO & Founder, Truepoint Wealth Counsel

### **Explanation of Professional Designations:**

#### Certified Financial Planner (CFP)

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**Disciplinary Information:** None.

### **Other Business Activities:**

- Finance Committee Member, Summit Country Day School
- Finance Committee Member, Cincinnati Art Museum
- Treasurer, Karen Wellington Foundation

**Additional Compensation:** None.

### **Supervision:**

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## SEC Form ADV Part 2B

Steven T. Condon (b. 1975), CFA

### **Educational Background:**

- B.A. in Business Administration, Thomas More College, 1997
- M.B.A. in Investment Management, The Ohio State University, 2003

### **Business Experience:**

August 2003 – Present:  
President & Principal, Truepoint Wealth Counsel

### **Explanation of Professional Designations:**

#### Chartered Financial Analyst (CFA)

The Chartered Financial Analyst charter is a globally-respected, graduate-level investment credential established in 1962 and awarded by CFA Institute – the largest global association of investment professionals. There are currently more than 90,000 holders of the CFA charter working in 134 countries. To earn the CFA charter, candidates must: 1) pass three sequential, six-hour examinations; 2) have at least four years of qualified professional investment experience; 3) join CFA Institute as members; and 4) commit to abide by, and annually reaffirm, their adherence to the CFA Institute Code of Ethics and Standards of Professional Conduct.

**Disciplinary Information:** None.

### **Other Business Activities:**

- Treasurer, Cincinnati Youth Collaborative
- Finance Committee, Kenwood Country Club

**Additional Compensation:** None.

### **Supervision:**

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signed by both the client and the advisor, restrictions on employee personal trading and prohibitions against trading based on material non-public information. Steve and Janel regularly monitor these and other elements of the firm's policies and procedures to assure compliance. For additional information, you may contact Truepoint at 513-792-6648.

Brad D. Felix (b. 1987), CFA

**Educational Background:**

B.S. in Finance, Miami University, 2009

**Business Experience:**

March 2015 – Present:  
Investment Specialist, Truepoint Wealth Counsel

May 2015 – Present:  
CEO/CCO/Portfolio Manager, RhineVest Advisors, LLC

July 2015 - February 2016:  
Temporary Financial Analyst, Axxess Financial

February 2015 - June 2015:  
Sr. Portfolio Risk Analyst, Security National Automotive Acceptance Company

November 2014 - February 2015:  
Unemployed

July 2009 - November 2014:  
Portfolio Manager & Research Analyst, Opus Capital Management

**Supervision:**

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**Disciplinary Information:** None.

**Other Business Activities:** None.

**Additional Compensation:** None.

Scott M. Keller (b. 1976), CFA, CAIA

## **Educational Background:**

B.S. in Business, Montana State University, 2003

## **Business Experience:**

January 2007 - Present:  
Investment Specialist & Principal, Truepoint Wealth Counsel  
January 2005 - January 2007:  
Consultant, Greer Black Company

## **Explanation of Professional Designations:**

### Chartered Financial Analyst (CFA)

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### Chartered Alternative Investment Analyst (CAIA)

The Chartered Alternative Investment Analyst charter is a The CAIA Program is designed to facilitate self-directed learning for today's busy professionals through a comprehensive set of readings on risk-return attributes of institutional quality alternative assets. Candidates' knowledge is assessed through exams, administered globally at computerized testing centers.

The program is organized into two levels of study; the Level I and Level II exams are offered twice each year, in March and September, giving candidates the opportunity to earn the CAIA Charter within a single year. CAIA

candidates must pass both Level I and Level II of the CAIA exam to qualify for the CAIA Charter.

Once a qualified candidate completes the CAIA Program, he or she is eligible for CAIA membership.

Professional experience includes full-time employment in a professional capacity within the bank regulatory, banking, financial, or related fields. CAIA Charter Holders must have over one year of professional experience and a U.S. bachelor's degree (or equivalent) or four years of professional experience.

**Disciplinary Information:** None.

## **Other Business Activities:**

- Treasurer, Great Parks Foundation
- Treasurer, CFA Society Cincinnati

**Additional Compensation:** None.

## **Supervision:**

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Ryan J. Klekar (b. 1977), CFP®, CTFA

## **Educational Background:**

B.S. in Finance, Ohio University, 1999

## **Business Experience:**

May 2011 - Present:  
Wealth Advisor & Principal, Truepoint  
Wealth Counsel  
January 2005 - April 2011:  
Financial Advisor, Ken Byers and Associates

## **Explanation of Professional Designations:**

### Certified Financial Planner (CFP)

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### Certified Trust and Financial Advisor (CTFA)

The CTFA designation is awarded by the American Bankers Association to those who apply for the designation and who meet the following requirements: (1) a minimum

of three (3) years’ experience in wealth management, defined as direct experience in the various facets of delivering financial planning and fiduciary services relating to trusts, estates, IRAs and individual asset management accounts, and/or providing administrative, investment management, tax, legal and marketing services.; (2) completion of an ICB-approved wealth management training programs; (3) a professional reference evidencing ethical character; and (4) adherence to the ICB’s Professional Code of Ethics statement. The CTFA is maintained by ongoing adherence to ICB’s Professional Code of Ethics and completion of 45 credits of continuing education every three years.

**Disciplinary Information:** None.

## **Other Business Activities:**

- Member Board of Directors, JD RF
- Mentor/Tutor, Cincinnati Youth Collaborative

**Additional Compensation:** None.

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Christopher M. Meyer (b. 1967), CFA

## Educational Background:

- B.S. in Statistics and Economics, The University of Akron, 1989
- M.B.A. in Finance, The Ohio State University, 1993

## Business Experience:

- June 2015 – Present:  
Managing Principal, Truepoint Institutional Advisors
- June 1993 – May 2015:  
Managing Principal, CIO, Fund Evaluation Group, LLC
- August 1989 – September 1991:  
Trust Associate, Fifth Third Bank

## Explanation of Professional Designations:

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**Disciplinary Information:** None.

## Other Business Activities:

- Board of Trustees, Cincinnati Retirement System
- Board Chair, Lambda Chi Alpha Educational Foundation
- Finance Council, St. Antoninus Parish

**Additional Compensation:** None.

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W. Ted Parchman (b. 1988), CFA

**Educational Background:**

B.S. in Finance, Miami University, 2010

**Business Experience:**

April 2011 – Present:  
Investment Specialist, Truepoint Wealth Counsel  
June 2010 – March 2011:  
Pricing Analyst, Progressive Insurance

signed by both the client and the advisor, restrictions on employee personal trading and prohibitions against trading based on material non-public information. Steve and Janel regularly monitor these and other elements of the firm's policies and procedures to assure compliance. For additional information, you may contact Truepoint at 513-792-6648.

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**Disciplinary Information:** None.

**Other Business Activities:**

- Tutor/Volunteer, Boys & Girls Club of Greater Cincinnati

**Additional Compensation:** None.

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