



WESTCHESTER POLICE PENSION FUND

10300 Roosevelt Road, Westchester, Illinois | 708-345-0060

Keith Suchy
President

Bruce Lill
Vice President

Jeff Battaglia
Secretary

Vacant
Asst. Secretary

Bruce Horek
Trustee

MINUTES OF A REGULAR MEETING OF THE WESTCHESTER POLICE PENSION FUND BOARD OF TRUSTEES JULY 21, 2020

A regular meeting of the Westchester Police Pension Fund Board of Trustees was held on Tuesday, July 21, 2020 at 6:00 p.m. at the Westchester Police Department, located at 10300 West Roosevelt Road, Westchester, Illinois 60154, pursuant to notice.

CALL TO ORDER: Trustee Suchy called the meeting to order at 6:30 p.m.

PLEDGE OF ALLEGIANCE: The Board stood and recited the Pledge of Allegiance.

ROLL CALL:

PRESENT: Trustees Keith Suchy, Bruce Horek & Jeff Battaglia

ABSENT: Trustee Bruce Lill

ALSO PRESENT: Tom McShane, Graystone Consulting; Attorney Rick Reimer, Reimer & Dobrovolny PC (R&D); Jim Ritchie, Sam Meyer and Erika Feldman, Lauterbach & Amen, LLP (L&A)

PUBLIC COMMENT: There was no public comment.

APPROVAL OF MEETING MINUTES: *April 21, 2020 Regular Meeting Minutes:* The Board reviewed the April 21, 2020 regular meeting minutes. A motion was made by Trustee Horek and seconded by Trustee Battaglia to approve the April 21, 2020 regular meeting minutes as written. Motion carried unanimously by voice vote.

Semi-Annual Review of Closed Session Meeting Minutes: There were no closed session meeting minutes for review.

TREASURER'S REPORT – BARB BRANDT: *Village Financial Report:* Mrs. Brandt reviewed the Village of Westchester Financial Report for the period of March 31, 2020 through June 30, 2020. As of March June 30, 2020, the balance in the BMO Harris Bank Money Market Account is \$205,512.42. As of June 30, 2020, the balance in the NOW Account is \$17,489.17. A motion was made by Trustee Battaglia and seconded by Trustee Horek to accept the Village Financial Report as presented. Motion carried by roll call vote.

AYES: Trustees Suchy, Horek and Battaglia

NAYS: None

ABSENT: Trustee Lill

Review/Approve Disbursement Log: The Board reviewed the Village of Westchester Disbursement Log for the period March 31, 2020 through June 30, 2020, showing total disbursements in the amount of \$39,559.66. A motion was made by Trustee Horek and seconded by Trustee Battaglia to approve the Disbursement Log in the amount of \$39,559.66 as presented. Motion carried by roll call vote.

AYES: Trustees Suchy, Horek and Battaglia
NAYS: None
ABSENT: Trustee Lill

ACCOUNTANT'S REPORT – LAUTERBACH & AMEN, LLP: *Monthly Financial Report and Presentation and Approval of Bills:* The Board reviewed the Monthly Financial Report for the twelve-month period ending April 30, 2020 prepared by L&A. As of April 30, 2020, the net position held in trust for pension benefits is \$26,227,459.36 for a change in position of (\$1,383,935.04). The Board also reviewed the Cash Analysis Report, Revenue Report, Expense Report, Member Contribution Report, Payroll Journal and the Vendor Check Report for the period February 1, 2020 through April 30, 2020 for total disbursements of \$135,601.60. A motion was made by Trustee Battaglia and seconded by Trustee Horek to accept the Monthly Financial Report as presented and to approve the disbursements shown on the Vendor Check Report in the amount of \$135,601.60. Motion carried by roll call vote.

AYES: Trustees Suchy, Horek and Battaglia
NAYS: None
ABSENT: Trustee Lill

Additional Bills, if any: There were no additional bills presented for approval.

INVESTMENT REPORT – GRAYSTONE CONSULTING: *Quarterly Investment Report:* Mr. McShane presented the Quarterly Performance Report for the period ending June 30, 2020. As of June 30, 2020, the quarter-to-date net return is 13.04%, the year-to-date net return is (2.96%) and the ending market value is \$27,062,055.12. The current asset allocation is as follows: fixed income at 35.41% equities at 63.51%, and cash management at 1.07%. Mr. McShane reviewed the recent transactions and discussed cash flow needs for the upcoming quarter.

Purchase/Sale of Investment Securities, Hiring or Termination of Investment Managers, and/or Rebalancing of Assets, if needed: The Board discussed transferring \$200,000 from the Weaver Barksdale fixed income account and \$100,000 from Morgan Stanley liquid cash account and reallocating the proceeds into the Fund's BMO Harris account for the purpose of remitting pension benefits. A motion was made by Trustee Horek and seconded by Trustee Battaglia reallocate the funds as discussed. Motion carried by roll call vote.

AYES: Trustees Suchy, Horek and Battaglia
NAYS: None
ABSENT: Trustee Lill

Review/Update Investment Policy: The Board tabled this item until the next regular meeting.

A motion was made by Trustee Battaglia and seconded by Trustee Horek to accept the Quarterly Performance Report as presented. Motion carried unanimously voice vote.

COMMUNICATIONS AND REPORTS: *Affidavits of Continued Eligibility:* The Board noted that due to the health and safety concerns associated with COVID-19, L&A will did not issue Affidavits of Continued Eligibility to pensioners with the April payroll cycle. The Board discussed issuing the Affidavits of Continued Eligibility with the August Payroll Cycle with language added to the form informing pensioners who have extenuating circumstances can waive the notary requirement for the year 2020. A motion was made by Trustee Battaglia and seconded by Trustee Horek to authorize L&A to issue

Affidavits of Continued Eligibility with the August payroll cycle as discussed. Motion carried unanimously by voice vote.

Active Member File Maintenance: The Board noted that L&A will prepare Active Member File Maintenance letters for distribution to all active members requesting any additional pension file documents.

APPLICATIONS FOR MEMBERSHIP/WITHDRAWALS FROM THE FUND: There were no applications for membership or withdrawals from the Fund.

APPLICATIONS FOR RETIREMENT/DISABILITY BENEFITS: There were no applications for retirement or disability benefits.

TRUSTEE TRAINING UPDATES: The Board reviewed the Trustee Training Summary and discussed upcoming training opportunities. Trustees were reminded to submit any certificates of completion to L&A for recordkeeping.

Approval of Trustee Training Fees and Reimbursable Expenses: The Board noted that Trustee Battaglia will have to complete the 16-hour new trustee training requirement. A motion was made by Trustee Horek and seconded by Trustee Battaglia to approve the registration fees for Battaglia and a future trustee to attend a 16-hour new trustee training course of their choosing. Motion carried by roll call vote.

AYES: Trustees Suchy, Horek and Battaglia

NAYS: None

ABSENT: Trustee Lill

The Board discussed the upcoming IPPFA fall conference. A motion was made by Trustee Horek and seconded by Trustee Battaglia to approve the registration fees for all trustees and village treasurer interested in attending the IPPFA fall conference and to direct L&A to register all trustees interested for the event. Motion carried by roll call vote.

AYES: Trustees Suchy, Horek and Battaglia

NAYS: None

ABSENT: Trustee Lill

OLD BUSINESS: *Discussion/Possible Action on Authorization to Request Comptroller Intercept of Funds Pursuant to Section 3-125 of the Pension Code:* This item was tabled until the next regular meeting.

NEW BUSINESS: *Certify Special Election Results – Active Member Position:* The Board noted that L&A conducted a special election for the active member position and no nominations were received. Updates will be provided as the become available.

Board Officer Elections – President, Vice President, Secretary & Assistant Secretary: This Board was tabled until the next regular meeting.

FOIA Officer & OMA Designee: The Board discussed designating Trustee Battaglia as the FOIA Officer and OMA Designee. A motion was made by Trustee Horek and seconded by Trustee Battaglia to designate the FOIA Officer and OMA Designee as stated. Motion carried unanimously by voice vote.

Review Preliminary Actuarial Valuation: The Board reviewed the preliminary Actuarial Valuation prepared by L&A. The final report will be reviewed by the Board at the next regular meeting.

IDOI Annual Statement: The Board noted that the IDOI Annual Statement is in process and the final report will be sent to the Board for review upon completion.

ATTORNEY’S REPORT – REIMER & DOBROVOLNY PC: *Legal Updates:* The Board reviewed the *Legal and Legislative Update* quarterly newsletter. Attorney Reimer discussed recent court cases and decisions, as well as general pension matters with the Board.

CLOSED SESSION, IF NEEDED: There was no need for closed session.

ADJOURNMENT: A motion was made by Trustee Horek and seconded by Trustee Battaglia to adjourn the meeting at 8:02 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for October 20, 2020 at 6:00 p.m.

Board President or Secretary

Approved by the Board of Trustees on _____

Minutes prepared by Sam Meyer, Pension Services Administrator, Lauterbach & Amen, LLP