



WESTCHESTER FIREFIGHTERS' PENSION FUND

10240 Roosevelt Road, Westchester, Illinois | 708-345-2873

Scot Stauber
President

Matthew LeMay
Secretary

Bill Ernst
Trustee

Tom Sullivan
Trustee

Mike Gerace
Trustee

MINUTES OF A REGULAR MEETING OF THE WESTCHESTER FIREFIGHTERS' PENSION FUND BOARD OF TRUSTEES MAY 11, 2020

A regular meeting of the Westchester Firefighters' Pension Fund Board of Trustees was held on Monday, May 11, 2020 at 4:00 p.m. at the Westchester Village Hall in the Board Room, located at 10300 Roosevelt Rd. Westchester, Illinois 60154, for the purposes set forth in the following agenda:

CALL TO ORDER: Trustee Stauber called the meeting to order at 4:07 p.m.

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

ROLL CALL:

PRESENT: Trustees Scot Stauber, Matt LeMay, Mike Gerace, Bill Ernst and Tom Sullivan

ABSENT: None

ALSO PRESENT: Treasurer Barb Brandt, Village of Westchester; Tom McShane, Graystone Consulting; Attorney Jerry Marzullo, Puchalski Goodloe Marzullo, LLP (PGM); Sam Meyer, Lauterbach & Amen, LLP (L&A)

PUBLIC COMMENT: There was no public comment.

APPROVAL OF MEETING MINUTES: *February 10, 2020 Regular Meeting:* The Board reviewed the February 10, 2020 regular meeting minutes. A motion was made by Trustee Ernst and seconded by Trustee Sullivan to approve the February 10, 2020 regular meeting as written. Motion carried unanimously by voice vote.

March 24, 2020 and April 21, 2020 Special Meeting: The Board reviewed the March 24, 2020 and April 21, 2020 special meeting minutes. A motion was made by Trustee Ernst and seconded by Trustee Sullivan to approve the March 24, 2020 and April 21, 2020 regular meeting as written. Motion carried unanimously by voice vote.

TREASURER'S REPORT – BARB BRANDT: *Village Financial Report:* Ms. Brandt reviewed the April 30, 2020 village financial report with the Board. As of April 30, 2020, the balance of the BMO Harris Bank NOW account is \$16,434.81 and the balance of the Money Market account is \$443,661.14.

Review/Approve – Disbursement Log: Ms. Brandt also reviewed the disbursement log with the Board. As of April 30, 2020, the total disbursement for the Fund is \$40,254.20.

A motion was made by Trustee Stauber and seconded by Trustee LeMay to approve the Treasurer's Report and Disbursement Log presented by Ms. Brandt. Motion carried by roll call vote.

AYES: Trustees Stauber, LeMay, Gerace, Sullivan and Ernst

NAYS: None

ABSENT: None

ACCOUNTANT'S REPORT – LAUTERBACH & AMEN, LLP: *Monthly Financial Report and Presentation and Approval of Bills:* The Board reviewed the Monthly Financial Report for the eleven-month period ending March 31, 2020, prepared by L&A. As of March 31, 2020, the net position held in trust for pension benefits is \$21,954,017.96 for a change in position of (\$2,108,901.22). 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 January 1, 2020 through March 31, 2020 for total disbursements of \$83,902.86. A motion was made by Trustee Ernst and seconded by Trustee Gerace to accept the Monthly Financial Report as presented and to approve the disbursements shown on the Vendor Check Report in the amount of \$83,902.86. Motion carried by roll call vote.

AYES: Trustees Stauber, LeMay, Gerace, Sullivan and Ernst
NAYS: None
ABSENT: None

Additional Bills, if any – Illinois Department of Insurance Compliance Fee: The Board noted that the Illinois Department of Insurance Compliance Fee invoice will be issued. A motion was made by Trustee Sullivan and seconded by Trustee Stauber to approve payment of the IDOI Compliance Fee upon receipt of the invoice. Motion carried by roll call vote.

AYES: Trustees Stauber, LeMay, Gerace, Sullivan and Ernst
NAYS: None
ABSENT: None

ATTORNEY'S REPORT – PUCHALSKI GOODLOE MARZULLO, LLP: *Legal Updates:* Attorney Marzullo discussed recent case law and legislation pertaining to Article 3 and 4 Pension Funds. All questions were answered by Attorney Marzullo.

INVESTMENT REPORT – GRAYSTONE CONSULTING: *Quarterly Investment Report* Mr. McShane presented the April flash report for the period ending April 30, 2020. As of the quarter-to-date net return is 6.87%, the year-to-date net return is (7.59%) and the ending market value is \$22,789,358. The current asset allocation is as follows: fixed income at 39.46%, equities at 59.46% and cash management at (1.09%). 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: Mr. McShane discussed the equity portfolio with the Board. A motion was made by Trustee Stauber and seconded by Trustee Gerace to transfer \$200,000 from Weaver C. Barksdale into the Vanguard S&P 500 index fund account contingent upon the S&P index reaching an inflection point of 2600. Motion carried by roll call vote.

AYES: Trustees Stauber, LeMay, Gerace, Sullivan and Ernst
NAYS: None
ABSENT: None

A motion was made by Trustee LeMay and seconded by Trustee Stauber to transfer an additional \$200,000 from the Weaver C. Barksdale into the Vanguard S&P 500 manager contingent upon the S&P index reaching an inflection point of 2500. Motion carried by roll call vote.

AYES: Trustees Stauber, LeMay, Gerace, Sullivan and Ernst
NAYS: None
ABSENT: None

Review/Update Investment Policy: Mr. McShane informed the Board that due to the Illinois Sustainability Act, the investment policy will have to be revised. Further discussion will be held at the next regular meeting.

A motion was made by Trustee Sullivan and seconded by Trustee Stauber to approve the Quarterly Investment Report as presented. Motion carried unanimously by voice vote.

COMMUNICATIONS AND REPORTS: *Annual 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 will discuss issuing Affidavits of Continued Eligibility at the next regular meeting.

Statements of Economic Interest: The Board noted that all Trustees have submitted their Statements of Economic Interest prior to the May 1, 2020 deadline.

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 Registration Fees and Reimbursable Expenses: There were no trustee training registration fees or reimbursable expenses presented for approval.

APPLICATIONS FOR MEMBERSHIP/WITHDRAWALS FROM THE FUND: *Contribution Refund – Benjamin Newman:* The Board noted Benjamin Newman's contribution refund was issued in the amount of \$737.71 and the payment was sent via USPS certified mail. The payment was returned as undeliverable and the Fund has issued a new check and will hold it at the Fire Station for pick up. Further discussion will be held at the next regular meeting.

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

OLD BUSINESS: There was no old business to discuss.

NEW BUSINESS: *Discussion/Possible Action – Michael Timothy's Due Contributions:* The Board noted that the balance due from Michael Timothy to the Westchester Firefighters' Pension Fund to restore his break in service has been received in full in the amount of \$3,095.82. A motion was made by Trustee Stauber and seconded by Trustee LeMay to accept the payment and recognize the purchase as paid in full. Motion carried unanimously by voice vote.

Certify Board Election Results – Active Member Position: L&A conducted an election for one of the active member positions on the Westchester Firefighters' Pension Fund Board of Trustees. Scot Stauber ran unopposed and was reelected for a three-year term expiring April 30, 2023. A motion was made by Trustee LeMay and seconded by Trustee Gerace to certify the active member election results. Motion carried unanimously by voice vote.

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

ADJOURNMENT: A motion was made by Trustee Stauber and seconded by Trustee Gerace to adjourn the meeting at 5:07 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for August 10, 2020 at 4:00 p.m.

Board President or Secretary

Minutes approved by the Board of Trustees on _____

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