



WESTCHESTER FIREFIGHTERS' PENSION FUND

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

Scot Stauber
President

Matthew LeMay
Secretary

Bill Ernst
Trustee

Tom Sullivan
Trustee

James Adams
Trustee

MINUTES OF A REGULAR MEETING OF THE WESTCHESTER FIREFIGHTERS' PENSION FUND BOARD OF TRUSTEES NOVEMBER 8, 2021

A regular meeting of the Westchester Firefighters' Pension Fund Board of Trustees was held on Monday, November 8, 2021 at 4:00 p.m. in the Westchester Fire Department, located at 10240 Roosevelt Road, Westchester, Illinois 60154, pursuant to notice.

CALL TO ORDER: Trustee Stauber called the meeting to order at 4:08 p.m.

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

ROLL CALL:

PRESENT: Trustees Scot Stauber, Matt LeMay, Bill Ernst, James Adams, and Tom Sullivan

ABSENT: None

ALSO PRESENT: Tom McShane, Graystone Consulting; Treasurer' Barb Brandt, Village of Westchester; Attorney Jerry Marzullo, Asher Gittler & D'Alba Ltd.; Sam Meyer, Kevin Cavanaugh and Ian Irvine, Lauterbach & Amen, LLP (L&A)

PUBLIC COMMENT: There was no public comment.

APPROVAL OF MEETING MINUTES: *August 9, 2021 Regular Meeting:* The Board reviewed the August 9, 2021 regular meeting minutes. A motion was made by Trustee Ernst and seconded by Trustee LeMay to approve the August 9, 2021 regular meeting minutes as written. Motion carried unanimously by voice vote.

October 4, 2021 Special Meeting: The Board reviewed the October 4, 2021 special meeting minutes. A motion was made by Trustee Adams and seconded by Trustee LeMay to approve the October 4, 2021 special meeting minutes as written. Motion carried unanimously by voice vote.

October 12, 2021 Special Meeting: The Board reviewed the October 12, 2021 special meeting minutes. A motion was made by Trustee Stauber and seconded by Trustee LeMay to approve the October 12, 2021 special meeting minutes as amended noting Trustee Stauber left the meeting. Motion carried unanimously by voice vote.

NEW BUSINESS: The Board discussed moving forward item 15a on the agenda. A motion was made by Trustee Stauber and seconded by Trustee LeMay to bring forward item 15a on the agenda. Motion carried unanimously by voice vote.

Review/Approve – Actuarial Valuation and Tax Levy Request: The Board reviewed the finalized Actuarial Valuation prepared by L&A. Based on data and assumptions, the recommended contribution amount is \$2,033,718 which is a \$186,835 increase from the prior year contribution. The statutory minimum contribution requirement is \$1,605,252. A motion was made by Trustee Stauber and seconded by Trustee Sullivan to accept the Actuarial Valuation as prepared and to request a tax levy in the amount of \$186,835 from the Village. Motion carried unanimously by voice vote.

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

NAYS: None

ABSENT: None

Review/Adopt – Municipal Compliance Report: The Board reviewed the Municipal Compliance Report prepared by L&A. A motion was made by Trustee Sullivan and seconded by Trustee LeMay to adopt the MCR as prepared and to authorize signatures by the Board President and Secretary. Motion carried by roll call vote.

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

TREASURER'S REPORT – BARB BRANDT: *Village Financial Report:* The Board reviewed the October 31, 2021, Village Financial Report prepared by Ms. Brandt. As of October 31, 2021, the balance of the BMO Harris Bank NOW account is \$18,156.85 and the balance of the Money Market Fund is \$714,294.46.

Review/Approve – Disbursement Log: The Board also reviewed the disbursement log prepared by Ms. Brandt. As of October 31, 2021, the total disbursements for the Fund is \$25,397.76.

A motion was made by Trustee Ernst and seconded by Trustee Sullivan to approve the Village Financial Report and disbursement log as prepared by Ms. Brandt. Motion carried by roll call vote.

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

Additional Bills, if any: Ms. Brandt presented the fiduciary liability insurance with the Board. A motion was made by Trustee Sullivan and seconded by Trustee Ernst to approve payment of the fiduciary liability insurance renewal effective November 1, 2022 through November 1, 2023 in the amount of \$6,192. Motion carried by roll call vote.

AYES: Trustees Stauber, LeMay, Sullivan, Adams 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 five-month period ending September 30, 2021, prepared by L&A. As of September 30, 2021, the net position held in trust for pension benefits is \$28,309,922.14 for a change in position of (\$398,793.83). 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 July 1, 2021 through September 30, 2021 for total disbursements of \$107,710.56. A motion was made by Trustee Sullivan and seconded by Trustee Ernst to accept the Monthly Financial Report as presented and to approve the disbursements shown on the Vendor Check Report in the amount of \$107,710.56. Motion carried by roll call vote.

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

ATTORNEY'S REPORT – ASHER, GITTLER & D'ALBA, LTD.: *Legal Updates:* Attorney Marzullo discussed recent case law and legislation pertaining to Article 4 Pension Funds. All questions were answered by Attorney Marzullo.

IFPIF Updates: Attorney Marzullo updated the Board on the status of the lawsuit.

INVESTMENT REPORT – GRAYSTONE CONSULTING: *Quarterly Investment Report:* Mr. McShane presented the investment report for the period ending October 31, 2021. As of October 31, 2021, the quarter-to-date net return is 2.91%, the year-to-date net return is 9.61% and the ending market value is \$28,545,402. The current asset allocation is as follows: fixed income at 32.70%, equities at 65.70%, and cash management at 1.60%. 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 recommended the Board liquidate all proceeds from the Virtus Emerging Market Fund and reallocate all proceeds into the Harding Loevner manager. A motion was made by Trustee Stauber and seconded by Trustee Sullivan to liquidate all funds as recommended by Mr. McShane. Motion carried by roll call vote.

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

NAYS: None

ABSENT: None

Review/Update Investment Policy: The Board discussed the Investment Policy and determined that no changes are required at this time.

COMMUNICATIONS AND REPORTS: *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.

TRUSTEE TRAINING UPDATES: The Board discussed upcoming training opportunities and 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: The Board noted that Firefighter Brennen Jacobs has resigned from the Westchester Fire Department effective November 8, 2021 and no contribution refund has been submitted to date. Updates will be provided as they become available.

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

OLD BUSINESS: *IDOI Annual Statement:* The Board noted that the IDOI Annual Statement has been completed and submitted to the Department of Insurance prior to the October 31, 2021 deadline.

Discussion/Possible Action – Pension Underfunding: The Board discussed their underfunding and Attorney Marzullo reviewed the intercept process. Further discussion will be held at the next regular meeting.

Reciprocity Update – Michael Timothy: The Board noted that L&A mailed correspondence to Michael Timothy regarding his request to calculate the amount of money due to the Westchester Firefighters' Pension Fund to combine service under reciprocity, but no response has been received to date.

NEW BUSINESS: *Establish 2022 Board Meeting Dates:* The Board discussed establishing the 2022 Board meeting dates as February 14, 2022; May 9, 2022; August 8, 2022; and November 14, 2022 at 4:00 p.m. at the Westchester Fire Department, located at 10240 Roosevelt Road, Westchester, Illinois 60154. A motion was made by Trustee Sullivan and seconded by Trustee Ernst to establish the 2022 Board meeting dates as stated. Motion carried unanimously by voice vote.

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

ADJOURNMENT: A motion was made by Trustee Sullivan and seconded by Trustee Ernst to adjourn the meeting at 5:42 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for February 14, 2021 at 4:00 p.m.

Minutes approved by the Board of Trustees on _____

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