



# 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

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## MINUTES OF A REGULAR MEETING OF THE WESTCHESTER FIREFIGHTERS' PENSION FUND BOARD OF TRUSTEES NOVEMBER 16, 2020

A regular meeting of the Westchester Firefighters' Pension Fund Board of Trustees was held on Monday, A November 16, 2020 at 4:00 p.m. at Westchester Fire Department, located at 10240 Roosevelt Road, Westchester, Illinois 60154, pursuant to notice., for the purposes set forth in the following agenda:

**CALL TO ORDER:** Trustee Stauber called the meeting to order at 4:00 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:** *August 24 Regular Meeting:* The Board reviewed the August 24, 2020 regular meeting minutes. A motion was made by Trustee LeMay and seconded by Trustee Gerace to approve the August 24, 2020 regular meeting as written. Motion carried unanimously by voice vote.

**TREASURER'S REPORT – BARB BRANDT:** *Village Financial Report:* Ms. Brandt reviewed the October 31, 2020 village financial report with the Board. As of October 31, 2020, the balance of the BMO Harris Bank NOW account is \$110,738.35 and the balance of the Money Market account is \$45,477.85. A motion was made by Trustee Sullivan and seconded by Trustee Stauber to approve the financial report as presented by Ms. Brandt. Motion carried by roll call vote.

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

**NAYS:** None

**ABSENT:** None

*Review/Approve – Disbursement Log:* Ms. Brandt also reviewed the disbursement log with the Board. As of October 31, 2020, the total disbursement for the Fund is \$24,522.15. A motion was made by Trustee Stauber and seconded by Trustee Ernst to approve the disbursement log as 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 five-month period ending September 30, 2020, prepared by L&A. As of September 30, 2020, the net position held in trust for pension benefits is \$25,291,468.80 for a change in position of \$2,020,459.43. 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, 2020 through September 30, 2020 for total disbursements of \$97,016.61. A motion was made by Trustee Stauber and seconded by Trustee Sullivan to accept the Monthly Financial Report as presented and to approve the disbursements shown on the Vendor Check Report in the amount of \$97,016.61 excluding the attorney fee in the amount of \$650.00. Motion carried by roll call vote.

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

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

**INVESTMENT REPORT – GRAYSTONE CONSULTING:** *Quarterly Investment Report:* Mr. McShane presented the investment report for the period ending September 30, 2020. As of September 30, 2020, the quarter-to-date net return is 5.10%, the year-to-date net return is 2.14% and the ending market value is \$25,085,342. The current asset allocation is as follows: fixed income at 36.56%, equities at 62.90%, and cash management at .54%. 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:* Ms. Brandt informed the Board of the Villages need for funds to remit pension benefits. Mr. McShane recommended transferring \$350,000 from Weaver C. Barksdale account into the BMO Harris account for the purpose of paying pension benefits. A motion was made by Trustee Ernst and seconded by Trustee Stauber to transfer \$350,000 from the Weaver C. Barksdale and reallocate the proceeds into the BMO Harris account for the purpose of remitting pension benefits. Motion carried by roll call vote.

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

*Review/Update Investment Policy:* Mr. McShane presented an updated investment policy prepared by Graystone Consulting. The Board discussed the amended policy, which has been updated to include language regarding sustainability consistent with Public Act 101-0473. A motion was made by Trustee Stauber and seconded by Trustee Ernst to adopt and execute the updated investment policy as presented, to direct L&A to file the investment policy with the Illinois Department of Insurance within 30 days of execution. 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 Ernst to approve the investment report as presented by Graystone Consulting. 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.

**COMMUNICATIONS AND REPORTS:** *Annual Affidavits of Continued Eligibility:* The Board noted that L&A mailed Affidavits of Continued Eligibility to all pensioners with the September payroll cycle and a due date of October 26, 2020. To date, 4 affidavits remain outstanding. L&A will mail second request affidavits to the outstanding pensioners and status updates will be provided to the Board as they become available.

**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.

*Trustee LeMay left the meeting at 5:05 p.m.*

**APPLICATIONS FOR MEMBERSHIP/WITHDRAWALS FROM THE FUND:** *Applications for Membership – Katherine O'Brien & Kyle Wilson:* The Board reviewed the Applications for Membership submitted by Katherine O'Brien and Kyle Wilson. A motion was made by Trustee Ernst and seconded by Trustee Stauber to accept Katherine O'Brien and Kyle Wilson into the Westchester Firefighters' Pension Fund effective October 12, 2020 as tier II participants. Motion carried by roll call vote.

AYES: Trustees Stauber, Gerace, Sullivan and Ernst

NAYS: None

ABSENT: Trustee LeMay

**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 filed with the Illinois Department of Insurance prior to the October 31, 2020 deadline. No further action is necessary.

*Trustee LeMay re-joined the meeting at 5:08 p.m.*

**NEW BUSINESS:** *Review/Approve Actuarial Valuation & Tax Levy Request:* The Board reviewed the finalized Actuarial Valuation as prepared by L&A. Based on data and assumptions, the recommended contribution amount is \$1,493,336 which is a \$165,581 increase from the prior year contribution. The statutory minimum contribution requirement is \$1,162,734.

The Board discussed requesting a tax levy in the amount of \$1,493,336. A motion was made by Trustee Stauber and seconded by Trustee Gerace to accept the Actuarial Valuation as presented by L&A and to request a tax levy in the amount of \$1,493,36. Motion carried by roll call vote.

AYES: Trustees Stauber, LeMay, Gerace, Sullivan 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 Lemay and seconded by Trustee Ernst to adopt the MCR as prepared and to authorize signatures by the Board President and Secretary.

*Establish 2021 Board Meeting Dates:* The Board discussed establishing the 2021 Board meeting dates as February 8, 2021; May 10, 2021; August 9, 2021 and November 8, 2021 at 4:00 p.m. at Westchester Fire Department, located at 10240 Roosevelt Road, Westchester, Illinois 60154. A motion was made by Trustee LeMay and seconded by Trustee Ersnt to establish the 2021 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 Stauber and seconded by Trustee Gerace to adjourn the meeting at 5:27 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for February 8, 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*