



SOUTH ELGIN POLICE PENSION FUND



MINUTES OF A REGULAR MEETING OF THE SOUTH ELGIN POLICE PENSION FUND BOARD OF TRUSTEES APRIL 10, 2019

A regular meeting of the South Elgin Police Pension Fund Board of Trustees was held on Wednesday, April 10, 2019 at 4:00 p.m. in the 1st Floor Village Hall Conference Room located at 10 N. Water Street, South Elgin, Illinois 60177, pursuant to notice.

CALL TO ORDER: Trustee Krawczyk called the meeting to order at 4:01 p.m.

ROLL CALL:

PRESENT: Trustees Gerald Krawczyk, Stan Helgerson, Anthony Martinez and James Spivey

ABSENT: Trustee James McNamee

ALSO PRESENT: Keri O'Brien and Mike May, Lauterbach & Amen, LLP (L&A); Tom Sawyer, Sawyer Falduto Asset Management, LLC; Treasurer Megan Golden, Village of South Elgin

PUBLIC COMMENT: There was no public comment.

APPROVAL OF MEETING MINUTES: *January 9, 2019 Regular Meeting:* The Board reviewed the January 9, 2019 regular meeting minutes. A motion was made by Trustee Krawczyk and seconded by Trustee Martinez to approve the January 9, 2019 regular meeting minutes with the amendment to Richard T. Bennett's originally granted annual pension benefit as discussed by the Board. Motion carried unanimously by voice vote.

ACCOUNTANT'S REPORT – LAUTERBACH & AMEN, LLP: *Monthly Financial Report:* The Board reviewed the Monthly Financial Report for the eleven-month period ending March 31, 2019 prepared by L&A. As of March 31, 2019, the net position held in trust for pension benefits is \$19,295,257.37 for a change in position of \$1,533,030.22. The Board also reviewed the Cash Analysis Report, Revenue Report, Expense Report, Member Contribution Report and Payroll Journal. A motion was made by Trustee Helgerson and seconded by Trustee Spivey to accept the Monthly Financial Report as presented. Motion carried by roll call vote.

AYES: Trustees Krawczyk, Helgerson, Martinez and Spivey

NAYS: None

ABSENT: Trustee McNamee

Presentation and Approval of Bills: The Board reviewed the Vendor Check Report for the period January 1, 2019 through March 31, 2019 for total disbursements of \$68,556.70. A motion was made by Trustee Helgerson and seconded by Trustee Spivey to approve the disbursements shown on the Vendor Check Report in the amount of \$68,556.70. Motion carried by roll call vote.

AYES: Trustees Krawczyk, Helgerson, Martinez and Spivey
NAYS: None
ABSENT: Trustee McNamee

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 Helgerson and seconded by Trustee Spivey to approve payment of the IDOI Compliance Fee in an amount not to exceed \$3,200.00, upon receipt of the invoice. Motion carried by roll call vote.

AYES: Trustees Krawczyk, Helgerson, Martinez and Spivey
NAYS: None
ABSENT: Trustee McNamee

INVESTMENT REPORT – SAWYER FALDUTO ASSET MANAGEMENT, LLC:
Quarterly Investment Performance Report: Mr. Sawyer presented the Quarterly Investment Performance Report for the period ending March 31, 2019. As of March 31, 2019, the first quarter net return is 8.79% versus the first quarter account benchmark of 8.82%. The investment return for the quarter is \$1,586,149 for an ending market value of \$19,292,412. The current asset allocation is as follows: fixed income at 38.9%, equities at 60.9% and cash equivalents at 0.2%. Mr. Sawyer reviewed the Market Commentary, Equity and Fixed Income Portfolios, Credit Rating Report and Transaction Ledger Report with the Board. A motion was made by Trustee Helgerson and seconded by Trustee Spivey to accept the Quarterly Investment Performance Report as presented. Motion carried unanimously by voice vote.

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

COMMUNICATIONS AND REPORTS: *Statements of Economic Interest:* The Board was reminded that the Statements of Economic Interest are due by May 1, 2019.

Affidavits of Continued Eligibility: The Board noted that Affidavits of Continued Eligibility will be mailed to all pensioners with the June payroll cycle. A status update will be provided at the next regular meeting.

Review/Approve – Death Audit Service Authorization: The Board discussed the Death Audit Service offered through IPPFA and L&A and designated Trustee Krawczyk as the Pension Fund Representative to communicate with L&A regarding the service. A motion was made by Trustee Martinez and seconded by Trustee Krawczyk to authorize the Death Audit Service as discussed and to execute the Death Audit Service Authorization form provided by L&A. Motion was carried unanimously by voice vote.

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 registrations or reimbursable expenses presented for approval.

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

APPLICATIONS FOR RETIREMENT/DISABILITY BENEFITS: *Approve Regular Retirement Benefit and Retro Payment – Robin Jones:* The Board reviewed the regular retirement benefit calculation for Robin Jones prepared by L&A. Patrol Officer Jones had an entry date of December 19, 1998, retirement date of February 23, 2019, effective date of pension of February 24, 2019, 55 years of age at date of retirement, 20 years of creditable service, applicable salary of \$93,208.88, applicable pension percentage of 50.00%, amount of originally granted monthly pension of \$3,883.70 and amount of originally granted annual pension of \$46,604.40. The Board also noted that Robin Jones is due a retroactive payment in the amount of \$4,577.22 for the period February 24, 2019 through March 31, 2019. A motion was made by Trustee Helgerson and seconded by Trustee Spivey to approve Robin Jones's regular retirement benefit and to approve the retroactive payment to Robin Jones in the amount of \$4,577.22 calculated by L&A. Motion carried by roll call vote.

AYES: Trustees Krawczyk, Helgerson, Martinez and Spivey

NAYS: None

ABSENT: Trustee McNamee

OLD BUSINESS: There was no old business to discuss.

NEW BUSINESS: *Certify Board Election Results – Active Member Position:* L&A conducted an election for one of the active member positions on the South Elgin Police Pension Fund Board of Trustees. Anthony Martinez ran unopposed and was reelected for a two-year term expiring April 30, 2021. A motion was made by Trustee Helgerson and seconded by Trustee Spivey to certify the active member election results. Motion was carried unanimously by voice vote.

Appointed Member Term Expiration – Stan Helgerson: The Board noted that Trustee Helgerson's appointed term expires April 21, 2019 and that Trustee Helgerson will be reappointed at the May 6, 2019 Village Board Meeting. A motion was made by Trustee Martinez and seconded by Trustee Spivey to approve Trustee Helgerson's reappointment to the South Elgin Police Pension Fund Board of Trustees effective May 6, 2019. Motion carried unanimously by voice vote.

ATTORNEY'S REPORT – REIMER & DOBROVOLNY PC: *Legal Updates:* The Board reviewed the second quarter edition of the Reimer & Dobrovoly PC newsletter, *Legal and Legislative Update*. A motion was made by Trustee Spivey and seconded by Trustee Martinez to accept the *Legal and Legislative Update* newsletter as presented. Motion carried unanimously by voice vote.

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

ADJOURNMENT: A motion was made by Trustee Spivey and seconded by Trustee Martinez to adjourn the meeting at 4:33 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for Wednesday, July 10, 2019 at 4:00 p.m.



Board President or Secretary

Minutes approved by the Board of Trustees on 7/10/19.

Minutes prepared by Keri O'Brien, Pension Services Administrator, Lauterbach & Amen, LLP