



MOKENA FPD FIREFIGHTERS' PENSION FUND

19853 S Wolf Road ■ Mokena, Illinois 60448

Joe Cirelli, President ■ Stewart Romadka, Trustee ■ Joseph Shefcik, Trustee ■ Richard Gotter, Trustee ■ Kenneth Blank, Treasurer

MINUTES OF A REGULAR MEETING OF THE MOKENA FPD FIREFIGHTERS' PENSION FUND BOARD OF TRUSTEES OCTOBER 13, 2020

A regular meeting of the Mokena FPD Firefighters' Pension Fund Board of Trustees was held on Tuesday, October 13, 2020 at 4:00 p.m. in the Mokena FPD Administration Building located at 19853 S. Wolf Road, Mokena, Illinois 60448, pursuant to notice.

CALL TO ORDER: Trustee Cirelli called the meeting to order at 4:00 p.m.

ROLL CALL:

PRESENT: Trustees Joe Cirelli, Stewart Romadka, Joseph Shefcik, Richard Gotter and Kenneth Blank

ABSENT: None

ALSO PRESENT: Tim Hammond (*via videoconference*), Hammond Investment Management, LLC; Ashley Wraight, Lauterbach & Amen, LLP (L&A); Chief Howard Stephens and Assistant Chief Richard Campbell, Mokena FPD; John Williams, Hearne & Associates PC

PUBLIC COMMENT: There was no public comment.

APPROVAL OF MEETING MINUTES: *July 14, 2020 Regular Meeting:* The Board reviewed the July 14, 2020 regular meeting minutes. A motion was made by Trustee Blank and seconded by Trustee Shefcik to approve the July 14, 2020 regular meeting minutes as written. Motion carried unanimously by voice vote.

August 18, 2020 Special Meeting Minutes: The Board noted that the special meeting minutes for August 18, 2020 will be available for review and approval at the next regular meeting.

ACCOUNTANT'S REPORT – LAUTERBACH & AMEN, LLP: *Monthly Financial Report and Presentation of Bills:* The Board reviewed the Monthly Financial Report for the three-month period ending August 31, 2020, prepared by L&A. As of August 31, 2020, the net position held in trust for pension benefits is \$21,229,598.83 for a change in position of \$2,148,875.28. 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 June 1, 2020 through August 31, 2020 for total disbursements in the amount of \$24,311.57.

Additional Bills, if any: The Board reviewed the IPPFA invoice #3000 in the amount of \$795 for 2021 membership dues.

A motion was made by Trustee Romadka and seconded by Trustee Shefcik to accept the Monthly Financial Report and to approve the disbursements shown on the Vendor Check Report in the amount of \$24,311.57 and the additional bill as presented. Motion carried unanimously by voice vote.

INVESTMENT REPORT – HAMMOND INVESTMENT MANAGEMENT, LLC: *Investment Review:* Mr. Hammond presented the Investment Review for the period ending September 30, 2020. Mr. Hammond reviewed the Overall Portfolio, Market Indexes, Bond Portfolio and Equity-Mutual Funds. As of September 30, 2020, the quarter-to-date net return is 5.23% for an investment return of \$1,015,372 and a total portfolio

value of \$20,609,721. The current asset allocation is as follows: Fixed Income at 47.4%, Equities at 52.5% and Money Market at 0.01%.

Approve Transfer of Funds to Schwab Account: The Board discussed transferring \$500,000 from the ICS account and reallocate the proceeds into the Schwab account. A motion was made by Trustee Romadka and seconded by Trustee Gotter to approve the transfer as discussed. Motion carried unanimously by voice vote.

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

Trustee Gotter left the meeting at 4:17 p.m.

COMMUNICATIONS AND REPORTS: *Affidavits of Continued Eligibility:* The Board noted that all 2020 Affidavits of Continued Eligibility have been received by L&A. The originals were given to the Board for their recordkeeping.

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

APPLICATIONS FOR RETIREMENT/DISABILITY BENEFITS: *Disability Status Update – Justin Bakker:* Trustee Cirelli informed the Board that a disability hearing is scheduled for November 17, 2020. Further discussion will be held at the next regular meeting.

Approve Regular Retirement Benefits – Edward Pepler: The Board reviewed the regular retirement benefit calculation for Edward Pepler. Edward Pepler had an entry date of October 25, 2005; retirement date of November 1, 2020; effective date of pension of November 2, 2020; 54 years old at date of retirement; 15 years creditable service with Mokena FPD Firefighters' Pension Fund; 5 years, 5 months 10 days creditable service with Worth Fire Department, combined applicable salary of \$113,124; and a combined applicable pension percentage of 51.04%. The amount of originally granted annual pension from Mokena FPD Firefighters' Pension Fund is \$51,457.74 and the amount of originally granted monthly pension is \$4,288.15. A motion was made by Trustee Romadka and seconded by Trustee Shefcik to approve the regular retirement benefits for Edward Pepler calculated by L&A. Motion carried unanimously by voice vote.

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.

NEW BUSINESS: *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 \$1,021,200 which is a \$47,566 increase from the prior year contribution. The statutory minimum contribution requirement is \$767,692. A motion was made by Trustee Blank and seconded by Trustee Shefcik to accept the Actuarial Valuation as prepared and to request a tax levy in the amount of \$1,021,200 from the Mokena Fire Protection District Board of Trustees based on the recommended amount stated in the Actuarial Valuation prepared by L&A. Motion carried unanimously by voice vote.

Review/Approve – Municipal Compliance Report: The Board reviewed the Municipal Compliance Report prepared by L&A. A motion was made by Trustee Shefcik and seconded by Trustee Romadka to adopt the MCR as prepared and to authorize signatures by the Board President and Secretary. Motion carried unanimously by voice vote.

Review/Approve – May 31, 2020 Year End Audit: John Williams presented the Annual Audit Report for the fiscal year ending May 31, 2020 audit prepared by Hearne & Associates PC. A motion was made by Trustee Romadka and seconded by Trustee Shefcik to approve the May 31, 2020 audit as presented. Motion carried unanimously by voice vote.

Reciprocity Update – Demetrius Nolan: The Board noted that the balance due from Demetrius Nolan to the Mokena FPD Firefighters' Pension Fund to combine service under reciprocity has been received in full. A motion was made by Trustee Blank and seconded by Trustee Shefcik to accept this payment and recognize the purchase as paid in full. Motion carried unanimously by voice vote.

Establish 2021 Board Meeting Dates: The Board discussed establishing the 2021 Board meeting dates as January 12, 2021; April 13, 2021; July 13, 2021 and October 12, 2021 at 5:30 p.m. at the Mokena FPD Administration Building located at 19853 S. Wolf Road, Mokena, Illinois 60448. A motion was made by Trustee Shefcik and seconded by Trustee Romadka to establish the 2021 Board meeting dates as stated. Motion carried unanimously by voice vote.

TRUSTEE TRAINING UPDATES: The Board 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.

ATTORNEY'S REPORT – REIMER & DOBROVOLNY PC: *Legal Updates:* There was no attorney report.

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

ADJOURNMENT: A motion was made by Trustee Romadka and seconded by Trustee Shefcik to adjourn the meeting at 4:38 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for Tuesday, January 12, 2021 at 5:30 p.m.

Board President or Secretary

Minutes approved by the Board of Trustees on _____

Minutes prepared by Ashley Wraight, Pension Services Administrator, Lauterbach & Amen, LLP