

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE POLICE PENSION FUND OF THE VILLAGE OF WILLOWBROOK HELD ON OCTOBER 19, 2016, AT 9:00 AM, AT THE VILLAGE HALL, 835 MIDWAY DRIVE, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

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1. CALL TO ORDER

The meeting was called to order at the hour of 9:03 a.m. by President Davi.

2. ROLL CALL

Those present at roll call were President Umberto Davi, Trustee Timothy Kobler, Trustee Joseph Pec, Trustee Scott Eisenbeis, and Trustee Carrie Dittman. Also, present: Michael Stuart of MB Financial.

3. APPROVAL - MINUTES OF THE REGULAR MEETING - July 21, 2016

The Board reviewed the minutes from the July 21, 2016 meeting.

MOTION: Made by Trustee Pec, seconded by Trustee Kobler to approve the minutes of the regular meeting of the Willowbrook Police Pension Fund Board of Trustees held on July 21, 2016.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

4. APPROVAL OF EXPENSES INCURRED JULY THRU SEPTMBER 2016

Trustee Dittman reviewed the financial report for the period July thru September 2016. The pension benefits totaled \$76,794.38/mo. The widow's benefit is \$3,209.37/mo., and disability benefits totaled \$4,492.91/mo.

In November, the retiree pension benefit amount will increase slightly due to an increase in benefit for Mark Long. Other expenses included Tepfer Consulting Group for actuary services of \$4,400.00; IPPFA conference expense of \$1,660.00; and MB Financial quarterly fees of \$8,262.31.

After Trustee Dittman reviewed the expenses, the following motion was made:

MOTION: Made by Trustee Pec, seconded by Trustee Eisenbeis, to approve the financial report for July thru September 2016.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

5. APPROVAL OF INVESTMENTS MADE JULY THRU SEPTEMBER 2016 - QUARTERLY INVESTMENT REPORT - MB FINANCIAL BANK

Michael Stuart, a representative of MB Financial Bank, summarized the quarterly investment report for the Police Pension Board.

Mr. Stuart reported that the total fund value on 09/30/2016 is at \$19,556,495.00. He summarized the portfolio allocations are targeted at 55% in equities, 45% in fixed income. The performance summary for the total fund in the third quarter of 2016 is slightly below benchmark at 2.24% vs. the benchmark of 2.55%. The latest five-year actual is almost even at 7.71% vs. the benchmark at 7.75%.

Equities for the quarter were down at 3.95% vs. the benchmark at 4.90%. Over the last 5-years, equities earned 13.82% vs. the benchmark of 13.94%. Although the short-term equities have lagged, the long-term equities are very solid and have done well.

Mr. Stuart suggested that the Board may want to raise the equity bar up to 60-65% after checking with the Pension attorney to confirm this is an available option.

President Davi asked the Board if they would like to ask the attorney for an opinion on increasing equities to the 60-65% range and then place this item on the agenda in January 2017. After a brief discussion, the Board requested Trustee Dittman get an equity increase opinion. Mr. Stuart also suggested that he can re-review the current IPS and come up with a draft for Trustee Dittman.

The Account earnings summary for the latest quarter is \$428,977.

After a discussion by the Board, the following motion was made:

MOTION: Made by Trustee Dittman, seconded by Trustee Kobler to approve MB Financials' Quarterly report.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

## 6. REPORT - 2016 DRAFT AUDITED FINANCIAL STATEMENTS

Trustee Dittman presented the DRAFT Police Pension Fund financial statements from the April 30, 2016 audit, which are expected to be finalized and approved at the October 24, 2016 Village board meeting. The Village, which includes the Police Pension Fund, received an unqualified, or "clean" opinion, as a result of the audit.

The Village's independent auditors had no comments or suggestions for improvement for the Police Pension Fund relating to the April 30, 2016 annual audit.

Trustee Dittman advised that the total assets for the fund were \$19,122,272.00, and \$101,063.00 in liabilities that was due back to the village. The net position is \$19,021,209.00. As of April 30, 2016, the

fund made \$654,190.00 in interest income, however the fund had a net depreciation in fair value of investments of \$866,039.00. The fund's net position actually went down for this fiscal year by \$292,473.00. Last year at this time, the fund was actually up by about \$1.1 million. These totals have all been factored into the actuary report.

GASB Statement 67 went in to effect last year and this year GASB 68 went into effect. These statements require the presentation of 10 fiscal years of data, however the fiscal years completed prior to the adoption of GASB 67 are not required to be presented in this schedule.

GASB Statement 68 requires the Pension Fund's Net Pension liability to be reported in the Village's financial statements in its liabilities. The net pension liability at April 30, 2016 is \$7,514,446.00 vs. April 30, 2015 which was at \$5,827,785.00. This total has increased over the last year in part due to more retirements, and the police pension plan's funded amount decreased from 76.82% in 2015 to 71.68% in 2016.

7. REPORT - ACTUARIAL VALUATION REPORT AS OF APRIL 30, 2016

The Committee reviewed the Pension Board's Actuary Report as prepared by Art Tepfer for fiscal year ending April 30, 2016. All of the recent retirements are included in this report except for Mark Altobella as he retired on May 2, 2016.

Based on Mr. Tepfer's calculations there are two amounts of potential funding. The first option is \$871,363.00 or 41.82% of current payroll, which assumes the fund would be 100% funded by 2040 under the entry age normal actuarial cost method; or the second option is \$604,890 or 29.03% of current payroll, which assumes 90% funded by 2040 under projected unit credit actuarial cost method, which is the state statutory minimum.

In the past, the Police Pension Fund has requested option #1. There were no changes in the actuarial assumptions in this valuation. The investment rate of return that is assumed is 7.25% as a point of reference. The actual investment rate of return this year was -1.37%.

Mr. Tepfer noted in his summary that the Board may want to lower the interest rate assumption another .25% during the next valuation period down to 7.00%. This will increase the contribution amount by the village.

MOTION: Made by Trustee Kobler, seconded by Trustee Pec to accept the Actuary Report as prepared by Arthur Tepfer.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

8. APPROVAL - ANNUAL VILLAGE CONTRIBUTION FOR FISCAL YEAR ENDED APRIL 30, 2018

Trustee Dittman advised that the Pension Board needs to formally request the annual contribution from the Village for fiscal year ending April 30, 2018. Discussion ensued about the amount to request from the Village. Historically the pension board has requested the amount recommended by the actuary to achieve 100% funding by 2040. That amount, as determined by the actuary, is \$871,363.

MOTION: Made by Trustee Kobler, seconded by Trustee Eisenbeis to request \$871,363.00 from the Village based on the entry age normal actuarial cost method for fiscal year May 1, 2017 through April 30, 2018.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

Trustee Dittman advised that there is actually a third option to be considered, which would be entry age normal 90% funding by 2040. The Board would then have to go back to Art Tepfer and have him recalculate using this method.

The Motion will stand as presented and carried.

9. REPORT - REQUIRED REPORTING TO MUNICIPALITY BY PENSION BOARD

Trustee Dittman presented the required annual report to the Village by the Pension Board for fiscal year ending April 30, 2016. The report was prepared by the Police Pension Board's actuary, Art Tepfer. This report is used to support the request for village contributions.

Trustee Dittman noted a clerical error in the report by Art Tepfer. The amount for employer contributions in the report was \$604,890.00, however the Pension Board just voted to request \$871,363.00. She will have Mr. Tepfer make the change. In addition, Trustee Kobler noted that the Vice President of the Pension Board will sign this report this year instead of the Pension Board President, to avoid any possible conflict of interest.

MOTION: Trustee Kobler made a motion, seconded by Trustee Pec to approve the required reporting to municipality by the Pension Board after correcting the signature and correction to the employer contributions.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

10. REPORT - ANNUAL DEPARTMENT OF INSURANCE REPORT FOR FISCAL YEAR ENDING  
APRIL 30, 2016

Trustee Dittman reviewed the annual filing of the police pension fund for fiscal year April 30, 2016, which contains details on the Fund's investment transactions during the fiscal year and the Fund participants and beneficiaries. The report was submitted to the Department of Insurance on October 14, 2016. The required certification form must be signed by the Board officers, notarized and submitted to the Department of Insurance no later than October 31, 2016.

MOTION: Trustee Pec made a motion, seconded by Trustee Kobler to approve the annual Department of Insurance report for fiscal year ending April 30, 2016.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

\* NOTE: At 10:10 a.m., Mr. Mike Stuart of MB Financial Bank was thanked for his time and he left the meeting.

11. VISITOR BUSINESS

None presented.

12. NEW BUSINESS

A. RFQ Discussion of Financial Management Institutions

Certain trustees discussed concerns with MB Financial Bank's changeover of personnel over the past several years. No one from the original management team is still employed by MB Financial. The board wants to make sure that the MB Financial Bank and their personnel still have the best interest of the Police Pension Fund in mind after serving the Fund for the past 10-15 years.

After discussion, the board wants to consider sending out an RFQ to additional financial institutions. None of the trustees could recall when an RFQ was last sent and who might have samples of them. Trustee Dittman agreed to look in past files for prior RFQ's as did Recording Secretary Hahn. The pool of institutions should be limited to approximately five financial management companies. Trustee Dittman asked the other trustees to provide potential candidates to send to base on their interactions with other advisors at the IPPFA conferences. The RFQ Samples would be provided to the Board at the January 2017 meeting for discussion.

B. Proof of Income Request

Trustee Eisenbeis advised that Retiree Mark Altobella requested a proof of income since he is retired. He asked if there was a standardized form that the Village has to give to Mr. Altobella? Trustee Dittman advised that when he formally retired, a memorandum was completed which itemized his retirement pension. This memo was approved by the Pension Board and was sent to Mr. Altobella at his request. Trustee Dittman has heard nothing further from Mr. Altobella. Mr. Altobella will also receive a W-2 and a 1099-R for tax purposes that will show proof of income.

C. Actuary RFQ Request

Trustee Eisenbeis requested the pension board send RFQ's for an actuary for continuity. Art Tepfer has been with the Pension Fund for some time and Trustee Eisenbeis would like to just make sure that the best interest of the Pension Fund is being served. This item will be placed on January 2017 agenda for discussion. Trustee Eisenbeis will compile a list of 3-5 actuaries for the January meeting.

12. OLD BUSINESS

Trustee Pec has been having difficulties via the internet for IPPFA conference credit. Secretary Hahn will attempt to rectify the problem and print out certificates.

13. COMMUNICATIONS

None presented.

14. ADJOURNMENT


MOTION: Made by Trustee Kobler, seconded by Trustee Eisenbeis to adjourn the Board of Trustees meeting of the Police Pension Fund at the hour of 10:39 a.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

1-18-17  
Date

  
President

Minutes transcribed by Debbie Hahn.