

AGENDA

SPECIAL MEETING OF THE BOARD OF TRUSTEES OF THE POLICE PENSION FUND OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON WEDNESDAY, FEBRUARY 23, 2022, AT 3 P.M. AT THE WILLOWBROOK POLICE DEPARTMENT, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL – MINUTES OF REGULAR MEETING – 1/12/2022
4. APPROVAL – APPLICATION FOR RETIREMENT BENEFITS – MICHELLE STRUGALA
5. APPROVAL – PROPOSED 2022 POLICE PENSION FUND BOARD MEETING DATES:
 - A. APRIL 13, 2022
 - B. JULY 13, 2022
 - C. OCTOBER 12, 2022
 - D. JANUARY 11, 2023
6. APPROVAL – INVESTMENT REPORT: SAWYER & FALDUTO
 - A. QUARTERLY INVESTMENT PERFORMANCE OCT THROUGH DEC 2021
 - B. REVIEW/UPDATE INVESTMENT POLICY
 - C. POST CONSOLIDATION SERVICES PROPOSAL
7. VISITOR BUSINESS
8. NEW BUSINESS
9. OLD BUSINESS
 - A. LAUTERBACH & AMEN PROPOSAL FOR ADMINISTRATIVE SERVICES
 - CONSIDERATION FOR APPROVAL
 - B. 2022 ELECTION DISCUSSION
 - C. IPOPIF FUND TRANSFER NOTIFICATION – MARCH 1, 2022
 - ACKNOWLEDGE IPOPIF NOTICE OF TRANSFER DATE, ADOPT RESOLUTION OF NOTICE AND EXECUTE EXHIBITS
 - REVIEW/ADOPT – CASH MANAGEMENT POLICY
 - IPOPIF STATUS UPDATES AND DISCUSSION/POSSIBLE ACTION TO BE TAKEN ON ALL IPOPIF REQUESTS PERTAINING TO CONSOLIDATION
10. COMMUNICATIONS
11. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE POLICE PENSION FUND OF THE VILLAGE OF WILLOWBROOK HELD ON JANUARY 12, 2022, AT 3:30 PM, AT THE WILLOWBROOK POLICE DEPARTMENT, 7760 S QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

The meeting was called to order at the hour of 3:31 p.m. by President Davi.

2. ROLL CALL

Those present at roll call in person were President Umberto Davi, Trustee Kobler, Trustee Chavez-Jimenez, Trustee Pec and Recording Secretary Nancy Turville. Also present in person was Interim CFO Nathan Gaskill of Lauterbach & Amen and David Harrington of Sawyer Falduto.

3. APPROVAL - MINUTES OF THE REGULAR MEETING - OCTOBER 13, 2021

The Board reviewed the minutes from the October 13, 2021 meeting.

MOTION: Made by Trustee Kobler, seconded by Trustee Pec to approve the minutes of the regular meeting of the Willowbrook Police Pension Fund Board of Trustees held on October 13, 2021.

MOTION DECLARED CARRIED

4. APPROVAL - MINUTES OF THE SPECIAL MEETING - OCTOBER 27, 2021

The Board reviewed the minutes from the October 27, 2021 meeting.

MOTION: Made by Trustee Kobler, seconded by Trustee Pec to approve the minutes of the special meeting of the Willowbrook Police Pension Fund Board of Trustees held on October 27, 2021.

MOTION DECLARED CARRIED

5. APPROVAL - EXPENSES INCURRED OCTOBER THROUGH DECEMBER 2021

Nathan Gaskill reviewed the quarterly expense report for the period October through December 2021. Expenses include \$200.00 in legal fees, \$3,620.00 in audit fees, \$9,102.00 in quarterly asset management fees, \$1,940 in conference fees, and \$795 in IPPFA dues. The retirement pension benefits for the quarter totaled \$355,079.18; surviving spouse benefits totaled \$21,388.26, non-duty disability benefits totaled \$18,265.26; and duty-disability benefits totaled \$18,022.83, as detailed out by pensioner in the attached schedule.

After Mr. Gaskill reviewed expenses, the following motion was made:

MOTION: Made by Trustee Pec, seconded by Trustee Kobler, to approve the quarterly expense report for October through December 2021.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

6. REPORT - POLICE PENSION BALANCES THROUGH DECEMBER 31, 2021

Nathan Gaskill advised total assets were \$28,863,755.56 as of December 31, 2021.

Revenues include a year-to-date Village contribution of \$687,111.90, Police contributions of \$147,326.28, interest income of \$374,260.16, unrealized gain on investments of \$636,140.57, and realized gain on sales of investments of \$84,482.00 resulting in year-to-date revenues of \$1,929,320.91.

Total expenditures as of December 31, 2021, were \$1,207,376.78 resulting in an ending fund balance of \$29,585,699.69.

The Board accepted the report as presented by Mr. Gaskill.

7. APPROVAL - APPLICATION FOR RETIREMENT BENEFITS - SGT JOHN HANDZIK

Mr. Gaskill reviewed the regular retirement application (Tier 1) from Sergeant John Handzik with the Board. As of the pay period ending December 31, 2021, Sergeant Handzik has contributed \$199,224.13 in the pension fund. As noted on the paperwork, Sergeant Handzik's retirement date will be January 8, 2022 and his retirement pension will begin on January 9, 2022. He has earned 29 years, 0 months, and 2 days of service credit granting him 72.5% of his current salary including longevity for a total of \$120,919.96. This calculates to an annual pension amount of \$87,789.53. The initial monthly pension will be \$7,305.58, except that the month of January 2022 will be prorated and will be \$5,420.27. The first increase will occur March 1, 2024.

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

MOTION: Made by Trustee Pec, seconded by Trustee Kobler to approve the regular retirement application for Sergeant John Handzik.

MOTION DECLARED CARRIED

8. APPROVAL - APPLICATION FOR RETIREMENT BENEFITS - SGT MICHELLE STRUGALA

The Board reviewed the regular retirement application (Tier 1) from Sergeant Michelle Strugala with the Board.

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

MOTION: Made by Trustee Chavez-Jimenez, seconded by Trustee Pec to table Sgt. Strugala's application until the next regular meeting.

7. APPROVAL - MONTHLY PENSION BENEFITS AS OF JANUARY 1, 2022

Nathan Gaskill handed out and reviewed the schedule on the statutory increases in pension benefits effective January 1, 2022. There is one special item to note: Retirement pension for John Handzik begins the year with a prorated amount for January 2022. Total monthly benefit payments for all fund beneficiaries effective February 1, 2022 are \$150,751.05.

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

MOTION: Made by Trustee Kobler, seconded by Trustee Pec, to approve the statutory increases in pension benefits for eligible participants effective January 1, 2022 as presented.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

10. APPROVAL - TRANSFER OF CREDITABLE SERVICE - OFFICER DAVID WALEGA

Nathan Gaskill handed out and reviewed the calculation for Officer David Walega to transfer creditable service from the Geneva Police Pension Fund to the Willowbrook Police Pension Fund.

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

MOTION: Made by Trustee Kobler, seconded by Trustee Pec to approve the calculation completed by Foster & Foster as presented.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

MOTION: Made by Trustee Pec, seconded by Trustee Kobler to provisionally approve Officer Walega's transfer of creditable service upon receipt of his election to repay funds due to the Geneva Police Pension Fund by January 31, 2022.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

11. APPROVAL - 2022 POLICE PENSION FUND BOARD MEETING DATES

The Board discussed the originally proposed quarterly meeting dates of the second Wednesday in the months of April, July, October, and January at 3:30 p.m.

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

MOTION: Made by Trustee Chavez-Jimenez, seconded by Trustee Pec to set the following dates for regular meetings as revised: April 13, 2022 at 3:00 p.m., July 13, 2022 at 3:00 p.m., October 12, 2022 at 3:00 p.m., and January 11, 2023 at 3:00 p.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

12. APPROVAL - INVESTMENT REPORT OCTOBER THROUGH DECEMBER 2021 - SAWYER FALDUTO

A. QUARTERLY INVESTMENT PERFORMANCE

Mr. Harrington reviewed the Cash Flow and Performance Review and overall performance year-to-date resulted in a market value increase of \$3,270,249. Total market value, year-to-date, \$30,368,176. Total account return year to date after the 4th quarter was 12% net. The benchmark is 13.2%. Year to date equity return after the 4th quarter was 21.8% compared to the benchmark of 24.1%. Fixed income return was (0.7%) in the 4th quarter compared with benchmark of (0.3%). Cash equivalent return in the 4th quarter is 0.00%. Total investment return since account inception of 11/30/2017 is \$10,822,849. Total account return since account inception is 10.1% compared to the benchmark of 10.7%. Equity return since inception is 13.9% compared to the blended equity benchmark of 15.2%. Since account inception the fixed income return is at 3.6% compared to the blended fixed benchmark of 3.4%. David Harrington discussed the economic overview including the concerns of inflation, and the projected rate increases next year.

After a brief discussion by the Board, the following motions were made:

MOTION: Made by Trustee Pec, seconded by Trustee Kobler to approve Sawyer & Falduto's Quarterly report.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

B. REVIEW/UPDATE INVESTMENT POLICY

David Harrington advised there are no changes needed at this time.

C. POST CONSOLIDATION SERVICES PROPOSAL

David Harrington reviewed the Sawyer & Falduto's Post Consolidation Services proposal with the Board.

After a brief discussion by the Board, the following motions were made:

MOTION: Made by Trustee Pec, seconded by Trustee Kobler to retain Sawyer & Falduto for post-consolidation services at the monthly rate of \$500 on a month-to-month basis, effective with the asset transfer date to IPOPIF.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

13. VISITOR BUSINESS

None presented.

14. NEW BUSINESS

A. ANNUAL AFFADAVIT FOR PENSIONERS

Recording Secretary Turville advised the Board that the 2022 forms will be going out to pensioners this week. Due to Ms. Turville's departure, pensioners will be requested to return their forms to Trustee Chavez-Jimenez and Interim CFO Nathan Gaskill.

B. 2022 ELECTION DISCUSSION

The Board discussed the upcoming election and the possibility of staggering the active member elections so Trustee terms do not expire at the same time.

B. FIDUCIARY INSURANCE RENEWAL

Nancy Turville reviewed the Fiduciary Liability Insurance renewal application with the Board. The Board discussed having Trustee Chavez-Jimenez sign the completed application and have Ms. Turville submit to the insurance provider for processing.

15. OLD BUSINESS

A. LAUTERBACH & AMEN RECOMMENDATIONS

Due to Ms. Turville's departure, Nathan Gaskill discussed having Lauterbach & Amen present a pension services proposal at a special meeting to be held in February.

16. COMMUNICATIONS

A. IPOPIF FUND TRANSFER NOTIFICATION - MARCH 1, 2022

Ms. Turville reviewed the IPOPIF communication received by the Board. Further discussion to be held at a special meeting in February.

17. ADJOURNMENT

MOTION: Made by Trustee Kobler, seconded by Trustee Pec to adjourn the Board of Trustees meeting of the Police Pension Fund at the hour of 5:21 p.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ, and APPROVED,

Date

President

Minutes transcribed by Nancy Turville.