

**MINUTES OF A REGULAR MEETING OF
THE WILLOWBROOK POLICE PENSION FUND BOARD OF TRUSTEES
JANUARY 11, 2023**

A regular meeting of the Willowbrook Police Pension Fund Board of Trustees was held on Wednesday, January 11, 2023 at 8:00 a.m. in the Training Room located at the Willowbrook Police Department, 7760 S. Quincy Street, Willowbrook, Illinois, 60527 pursuant to notice.

CALL TO ORDER: Trustee Davi called the meeting to order at 8:00 a.m.

ROLL CALL:

PRESENT: Trustees Umberto Davi, Tim Kobler and Jose Chavez-Jimenez

ABSENT: Trustee Aaron Porter

ALSO PRESENT: Elizabeth Adelmann, Lauterbach & Amen, LLP (L&A); John Falduto, Sawyer Falduto Asset Management, LLC; Attorney Jeff Goodloe, Puchalski Goodloe, LLC; Chief Robert Schaller, Willowbrook Police Department

APPROVAL OF MEETING MINUTES: *October 3, 2022 Special Meeting, October 12, 2022 Regular Meeting, November 22, 2022 Special Meeting and December 2, 2022 Special Meeting:* The Board reviewed the October 3, 2022 special meeting, October 12, 2022 regular meeting, November 22, 2022 special meeting and December 2, 2022 special meeting minutes. A motion was made by Trustee Kobler and seconded by Trustee Chavez-Jimenez to approve the October 3, 2022 special meeting, October 12, 2022 regular meeting, November 22, 2022 special meeting and December 2, 2022 special meeting minutes as written. Motion carried unanimously by voice vote.

Semi-Annual Review of Closed Session Meeting Minutes: The Board reviewed the closed session meeting minutes and will not release them due to pending matters.

ACCOUNTING REPORTS – LAUTERBACH & AMEN, LLP: *Monthly Financial Report and Presentation and Approval of Bills:* The Board reviewed the Monthly Financial Report for the seven-month period ending November 30, 2022 prepared by L&A. As of November 30, 2022 the net position held in trust for pension benefits is \$25,787,457.74 for a change in position of (\$672,994.11). 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 September 1, 2022 through November 30, 2022 for total disbursements of \$112,622.48. A motion was made by Trustee Kobler and seconded by Trustee Chavez-Jimenez to accept the Monthly Financial Report as presented and to approve the disbursements shown on the Vendor Check Report in the amount of \$112,622.48 Motion carried by roll call vote.

AYES: Trustees Davi, Kobler and Chavez-Jimenez

NAYS: None

ABSENT: Trustee Porter

Additional Bills, if any: The Board reviewed the following additional bill for approval:

- Puchalski Goodloe, LLC invoice #0000340 in the amount of \$2,458.06 for legal services rendered and quarterly retainer.

A motion was made by Trustee Kobler and seconded by Trustee Chavez-Jimenez to approve the additional bill as presented. Motion carried by roll call vote.

AYES: Trustees Davi, Kobler and Chavez-Jimenez

NAYS: None

ABSENT: Trustee Porter

Discussion/Possible Action – Cash Management Policy: The Board discussed the cash reserves in the BMO Harris Bank account. A motion was made by Trustee Kobler and seconded by Trustee Chavez-Jimenez to establish a repeat withdrawal from IPOPIF in the amount of \$175,000 to be deposited into the BMO Harris Bank account on a monthly basis, effective February 15, 2023. Motion carried by roll call vote.

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AYES: Trustees Davi, Kobler and Chavez-Jimenez
NAYS: None
ABSENT: Trustee Porter

The Board also discussed their Charles Schwab Money Market account balance. A motion was made by Trustee Chavez-Jimenez and seconded by Trustee Kobler to establish a target balance of \$475,000 in the Charles Schwab Money Market account and when the balance exceeds \$600,000, rebalance the account back to \$475,000 and transfer the excess cash to IPOPIF for investment, upon confirmation that the repeat withdrawals from IPOPIF are occurring. Motion carried by roll call vote.

AYES: Trustees Davi, Kobler and Chavez-Jimenez
NAYS: None
ABSENT: Trustee Porter

The Board also discussed the BMO Harris Bank account balance. A motion was made by Trustee Chavez-Jimenez and seconded by Trustee Kobler to establish a target minimum balance of \$15,000 in the BMO Harris Bank account and to direct L&A to transfer all funds in excess of \$25,000, after monthly benefits have been paid, to IPOPIF for investment purposes. Motion carried by roll call vote.

AYES: Trustees Davi, Kobler and Chavez-Jimenez
NAYS: None
ABSENT: Trustee Porter

INVESTMENT REPORT: *Sawyer Falduto Asset Management, LLC*: Mr. Falduto presented the Quarterly Investment Performance Report for the period October 1, 2022 through November 30, 2022. As of November 30, 2022, the period net return is 8.2% versus the fourth quarter account benchmark of 9.1%. The investment return for the period is \$2,028,351 for an ending market value of \$26,806,597. A motion was made by Trustee Kobler and seconded by Trustee Chavez-Jimenez to accept the Quarterly Investment Performance Report as presented. Motion carried unanimously by voice vote.

IPOPIF – Verus Advisory, Inc.: The Board reviewed the Verus Advisory, Inc. for the period ending October 31, 2022.

State Street Statements: The Board noted that there were no State Street statements to review. Further discussion will be held at the next regular meeting.

COMMUNICATIONS AND REPORTS: Statements of Economic Interest: The Board noted that the List of Filers must be submitted to the County by the Village by February 1, 2023. Statements of Economic Interest will be sent to all registered filers who will need to respond by May 1, 2023.

Affidavits of Continued Eligibility: The Board noted that L&A mailed Affidavits of Continued Eligibility to all pensioners with the December payroll cycle and a due date of January 31, 2023. A status update will be provided at the next regular meeting.

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.

APPLICATIONS FOR MEMBERSHIP/WITHDRAWALS FROM FUND: Applications for Membership – Claire Manley and Alexander Strockis: The Board noted that the Applications for Membership for Claire Manley and Alexander Strockis will be reviewed at the next regular meeting.

Contribution Refund – Bryan Weller: The Board reviewed the contribution refund request submitted by Bryan Weller. Further discussion will be held at the next regular meeting.

APPLICATIONS FOR RETIREMENT/DISABILITY BENEFITS: Discussion/Possible Action – Joseph Dusek Dependent Benefit: The Board noted that correspondence was sent to Mr. Dusek's daughter regarding the dependent benefit and no response has been received to date. Updates will be provided as they become available.

OLD BUSINESS: Discussion/Possible Action – Pension Benefits Discrepancies: The Board reviewed the election form submitted by pensioner James McCarthy regarding his pension benefit overpayment. A motion was made by Trustee Chavez-Jimenez and seconded by Trustee Kobler to acknowledge and approve Mr. McCarthy's election to have the overpayment amount of \$1,348.27 being repaid via 11 pension check withholdings of \$122.57, effective January 2023 and ending with the November 2023 payroll cycle. Motion carried unanimously by voice vote.

Transfer of Creditable Service from Article 5 to Article 3 Pursuant to HB-0275 – Nicholas Cledon: The Board discussed Nicholas Cledon's transfer of creditable service. A motion was made by Trustee Chavez-Jimenez and seconded by Trustee Kobler to accept Nicholas Cledon's transfer as paid in full in the amount of \$36,335.04 from the Policeman's Annuity & Benefit Fund of Chicago to the Willowbrook Police Pension Fund and to revise Nicholas Cledon's date of hire from February 7, 2022 to September 29, 2019, effective February 7, 2032. Motion carried unanimously by voice vote.

The Board also noted that applications to transfer creditable service from Article 5 to Article 3 pursuant to HB-0275 were received by Claire Manley and Alexander Strockis and are currently in process. Further discussion will be held at the next regular meeting.

Discussion/Possible Action to be Taken on All IPOPIF Requests Pertaining to Consolidation: There was no discussion or action needed to be taken on any IPOPIF requests pertaining to consolidation.

NEW BUSINESS: Review/Approve – Fiduciary Liability Insurance Renewal: The Board reviewed the fiduciary liability insurance renewal provided by Mesirow Insurance Services, Inc. through Ullico Casualty Group, LLC. A motion was made by Trustee Davi and seconded by Trustee Kobler to approve payment of the fiduciary liability insurance renewal effective January 15, 2023 through January 15, 2024 in the amount of \$3,255. Motion carried by roll call vote.

AYES: Trustees Davi, Kobler and Chavez-Jimenez

NAYS: None

ABSENT: Trustee Porter

Approve Annual Cost of Living Adjustments: The Board reviewed the 2023 Cost of Living Adjustments (see attached) calculated by L&A. A motion was made by Trustee Kobler and seconded by Trustee Chavez-Jimenez to approve the 2023 Cost of Living Adjustments as required by statute and calculated by L&A.

AYES: Trustees Davi, Kobler and Chavez-Jimenez

NAYS: None

ABSENT: Trustee Porter

Review Trustee Term Expirations and Elections Procedures: The Board noted that the appointed member position held by Trustee Davi is expiring in April 2023 and he is interested in remaining on the Board. The Board will contact the Village and seek reappointment of Trustee Davi to the Board.

Review/Approve – Updated Local Bank Account Collateralization Agreement: The Board reviewed the memorandum prepared by L&A regarding the successor of the third-party custodian from Bank of America to The Bank of New York Mellon to continue collateralization of the BMO Harris Bank operating account.

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A motion was made by Trustee Chavez-Jimenez and seconded by Trustee Kobler to authorize Trustee Davi to execute the updated tri-party pledge depository agreement on behalf of the Fund. Motion carried by roll call vote.

AYES: Trustees Davi, Kobler and Chavez-Jimenez
NAYS: None
ABSENT: Trustee Porter

Portability Updates – Hristo Bojilov and Alexander Erdmann: The Board noted that the portability request for Hristo Bojilov is in process. Further discussion will be held at the next regular meeting.

The Board discussed the portability request received for Alexander Erdmann and noted that contributions were taken in error from non-pensionable wages, for the pay period of August 22, 2022 through September 4, 2022. A motion was made by Trustee Kobler and seconded by Trustee Chavez-Jimenez to issue a refund of the contributions taken from non-pensionable wages. Motion carried by roll call vote.

AYES: Trustees Davi, Kobler and Chavez-Jimenez
NAYS: None
ABSENT: Trustee Porter

ATTORNEY'S REPORT – PUCHALSKI GOODLOE, LLC: *Legal Updates:* Attorney Goodloe provided legislative updates pertaining to Article 3 Pension Funds; including recent court cases and decisions, as well as general pension matters.

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

ADJOURNMENT: A motion was made by Trustee Chavez-Jimenez and seconded by Trustee Kobler to adjourn the meeting at 9:39 a.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for April 12, 2023 at 8:00 a.m.

Board President or Secretary Name

[Signature], President
Minutes approved by the Board of Trustees on 04.12.23

Minutes prepared by Elizabeth Adelmann, Pension Services Administrator, Lauterbach & Amen, LLP