

**MINUTES OF A REGULAR MEETING OF
THE GILBERTS POLICE PENSION FUND BOARD OF TRUSTEES
NOVEMBER 4, 2020**

A regular meeting of the Gilberts Police Pension Fund Board of Trustees was held at the Gilberts Village Hall Meeting Room located at 87 Galligan Road, Gilberts, Illinois 60136 and by videoconference in accordance with Public Act 101-0640 issued by Governor Pritzker on Wednesday, November 4, 2020 at 6:00 p.m. pursuant to notice.

CALL TO ORDER: Trustee Hernandez called the meeting to order at 6:03 p.m.

ROLL CALL:

PRESENT: Trustees Jason Hernandez, Rachel Roth and Martin Griffin
ABSENT: Trustees Heather Shelby and Todd Waller
ALSO PRESENT: Attorney Jerry Marzullo, Puchalski Goodloe Marzullo (PGM) (*via videoconference*); Eric Laughlin, Morgan Stanley (*via videoconference*); Alex Michael and Jennifer Flores (*via videoconference*), Lauterbach & Amen, LLP (L&A); Treasurer Taunya Fischer, Village of Gilberts (*via videoconference*)

PUBLIC COMMENT: There was no public comment.

APPROVAL OF MEETING MINUTES: *May 6, 2020, August 12, 2020 Regular Meeting and June 23, 2020 Special Meeting:* The Board reviewed the May 6, 2020, August 12, 2020 regular meeting minutes and the June 23, 2020 special meeting minutes. A motion was made by Trustee Roth and seconded by Trustee Hernandez to approve the May 6, 2020, August 12, 2020 regular meeting minutes and the June 23, 2020 special meeting minutes as written. Motion carried unanimously by voice vote.

ACCOUNTANT'S REPORT – LAUTERBACH & AMEN, LLP: *Monthly Financial Report and Presentation and Approval of Bills:* The Board reviewed the Monthly Financial Report for the five-month period ending September 30, 2020 prepared by L&A. As of September 30, 2020, the net position held in trust for pension benefits is \$4,496,295.98 for the change in position of \$666,024.29. 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 July 1, 2020 through September 30, 2020 for total disbursements of \$15,937.73. A motion was made by Trustee Hernandez and seconded by Trustee Roth to accept the Monthly Financial Report as presented and to approve the disbursements shown on the Vendor Check Report in the amount of \$15,937.73. Motion carried by roll call vote.

AYES: Trustees Hernandez, Roth and Griffin
NAYS: None
ABSENT: Trustee Waller and Shelby

INVESTMENT REPORT – MORGAN STANLEY: *Quarterly Investment Report:* Eric Laughlin presented the Quarterly Investment Report as of September 30, 2020. As of September 30, 2020, the ending market value of the portfolio is \$4,491,675.00. The total account return, net of fees for the third quarter is 3.44%. The total earnings for the quarter is \$143,809. The current asset allocation as of September 30, 2020 is as follows: Equities at 42.6%, Fixed Income & Preferred at 46.7% and Cash at 10.6%. All questions were answered by Eric Laughlin. A motion was made by Trustee Hernandez and seconded by Trustee Griffin to accept the investment report as presented. Motion carried unanimously by voice vote.

Mr. Laughlin recommended transferring \$160,000 from the Board's cash account and reallocating the proceeds into the Board's fixed income account. A motion was made by Trustee Hernandez and seconded by Trustee Roth to approve Mr. Laughlin's recommendations as discussed. Motion carried by roll call vote.

AYES: Trustees Hernandez, Roth and Griffin
NAYS: None
ABSENT: Trustees Waller and Shelby

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

Mr. Laughlin left the meeting at 6:22 p.m.

COMMUNICATIONS AND REPORTS: There were no communications or reports at this time.

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 PENSION FUND: *Contribution Refund – James Duda:* The Board reviewed the contribution refund request submitted by James Duda. A motion was by Trustee Hernandez and seconded by Trustee Roth to approve James Duda’s contribution refund in the amount of \$5,174.06 paid in a direct rollover issued on September 11, 2020. Motion carried by roll call vote.

AYES: Trustees Hernandez, Roth and Griffin
NAYS: None
ABSENT: Trustees Waller and Shelby

APPLICATIONS FOR RETIREMENT/DISABILITY BENEFITS: *Approve Regular Retirement Benefits – Jack Rood:* The Board confirmed that Jack Rood’s full legal name is Jackie E. Rood Jr. The Board discussed Mr. Rood’s final salary and confirmed the numbers provided by the Village were correct. Further discussion will be held at the next regular meeting.

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.

Discussion/Possible Action – Creditable Service Purchase – Todd Waller: The Board discussed Todd Waller’s military buy back agreement prepared by Attorney Marzulo. A motion was made by Trustee Hernandez and seconded by Trustee Griffin to approve the military buy back agreement between the Pension Board and Todd Waller and the repayment schedule. Motion carried by roll call vote.

AYES: Trustees Hernandez, Roth and Griffin
NAYS: None
ABSENT: Trustees Waller and Shelby

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 \$415,739 which is a \$50,831 increase from the prior year contribution. The statutory minimum contribution requirement is \$386,995. A motion was made by Trustee Roth and seconded by Trustee Griffin to accept the Actuarial Valuation as prepared and to request a tax levy in the amount of \$415,739 from the Village of Gilberts Board of Trustees based on the recommended amount stated in the Actuarial Valuation prepared by L&A. Motion carried by roll call vote.

AYES: Trustees Hernandez, Roth and Griffin
NAYS: None
ABSENT: Trustees Waller and Shelby

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

Discussion/Possible Action – Lauterbach & Amen, LLP Engagement Letter for Records Inventory and Disposal Service: The Board reviewed the L&A engagement letter for Records Inventory and Disposal Service. A motion made by Trustee Hernandez and seconded by Trustee Roth to engage L&A for the service in an amount not to exceed \$1,500. Motion carried by roll call vote.

AYES: Trustees Hernandez, Roth and Griffin

NAYS: None

ABSENT: Trustees Waller and Shelby

Jennifer Flores left the meeting at 6:53 p.m.

Establish 2021 Board Meeting Dates: The Board discussed establishing the 2021 Board meeting dates as February 3, 2021; May 5, 2021; August 4, 2021; and November 3, 2021 at 6:00 p.m. in the Gilberts Police Training Room located at 86 Railroad Street, Gilberts, Illinois 60136. A motion was made by Trustee Hernandez and seconded by Trustee Roth to establish the 2021 Board meeting dates as stated. Motion carried unanimously by voice vote.

ATTORNEY’S REPORT – PUCHALSKI GOODLOE MARZULLO (PGM): *Legal Updates:* Attorney Marzulo provided legislative updates pertaining to Article 4 Pension Funds; including recent court cases and decisions, as well as general pension matters.

Attorney Marzulo apprised the Board that PGM will be increasing their hourly and retainer fees effective January 1, 2021. A motion was made by Trustee Roth and seconded by Trustee Griffin to accept the PGM fee increases as discussed. Motion carried by roll call vote.

AYES: Trustees Hernandez, Roth and Griffin

NAYS: None

ABSENT: Trustees Waller and Shelby

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

ADJOURNMENT: A motion was made by Trustee Hernandez and seconded by Trustee Griffin to adjourn the meeting at 7:03 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for February 3, 2021 at 6:00 p.m.

Board President or Secretary

Minutes approved by the Board of Trustees on _____.

Minutes prepared by Erika Feldman, Pension Services Administrator, Lauterbach & Amen, LLP