

**MINUTES OF A REGULAR MEETING
OF THE CARPENTERSVILLE FIREFIGHTERS' PENSION FUND
BOARD OF TRUSTEES
FEBRUARY 11, 2020**

A regular meeting of the Carpentersville Firefighters' Pension Fund Board of Trustees was held on Tuesday, February 11, 2020 at 1:00 p.m. at Fire Station #91 located at 213 North Spring Street, Carpentersville, Illinois 60110, pursuant to notice.

CALL TO ORDER: Trustee Tracy called the meeting to order at 1:00 p.m.

ROLL CALL:

PRESENT: Trustees Matt Jackson (*arrived at 1:11 p.m.*), Matthew Tracy, Nate Spain and Steve Roesslein

ABSENT: Trustee Michael Kilbourne

ALSO PRESENT: Amanda Secor, Lauterbach & Amen, LLP (L&A); Tom Sawyer and John Falduto, Sawyer Falduto Asset Management, LLC; Attorney Cary Collins and David Mejia, Collins & Radja

PUBLIC COMMENT: There was no public comment.

APPROVAL OF MEETING MINUTES: *November 12, 2019 Regular Meeting:* The Board reviewed the November 12, 2019 regular meeting minutes. A motion was made by Trustee Spain and seconded by Trustee Roesslein to approve the November 12, 2019 regular meeting minutes as written. Motion carried unanimously by voice vote.

Semi-Annual Review of Closed Session Meeting Minutes: The Board discussed the closed session meeting minutes in summary. A motion was made by Trustee Spain and seconded by Trustee Roesslein to keep the closed session meeting minutes closed at this time due to pending matters. 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 twelve-month period ending December 31, 2019 prepared by L&A. As of December 31, 2019, the net position held in trust for pension benefits is \$26,770,149.20 for a change in position of \$4,257,958.38. The Board reviewed the Cash Analysis Report, Revenue Report, Expense Report, Member Contribution Report, Payroll Journal and the Vendor Check Report for the period of October 1, 2019 through December 31, 2019 for total disbursements of \$75,139.91. A motion was made by Trustee Spain and seconded by Trustee Roesslein to accept the Monthly Financial Report as presented and to approve the disbursements shown on the Vendor Check Report in the amount of \$75,139.91. Motion carried by roll call vote.

AYES: Trustees Tracy, Spain and Roesslein

NAYS: None

ABSENT: Trustees Kilbourne and Jackson

Additional Bills, if any: There were no additional bills presented for approval.

Trustee Jackson arrived at 1:11 p.m.

INVESTMENT REPORT – SAWYER FALDUTO ASSET MANAGEMENT, LLC: *Quarterly Investment Performance Report:* Mr. Falduto presented the Quarterly Investment Performance Report

for the period ending December 31, 2019. As of December 31, 2019, the fourth quarter net return is 4.43% versus the fourth quarter benchmark of 4.63%. The investment return for the quarter is \$1,159,456 for an ending market value of \$26,702,156. The current asset allocation is as follows: fixed income at 43%, equities at 56.3% and cash equivalents at 0.7%. Mr. Sawyer reviewed the Market Commentary, Equity Portfolio, Fixed Income Portfolio and Transaction Ledger Report with the Board. A motion was made by Trustee Spain and seconded by Trustee Roesslein to accept the Quarterly Investment Performance Report as presented. Motion carried unanimously by voice vote.

Review/Update Investment Policy: The Board reviewed the Investment Policy in summary and determined that no updates were needed at this time.

COMMUNICATIONS AND REPORTS: *Affidavits of Continued Eligibility:* L&A informed the Board that due to recently implemented requirements mandated by the IDOI, spousal data will be necessary in order to file the IDOI Annual Statement. L&A recommended issuing Affidavits of Continued Eligibility to all pensioners with the December payroll cycle, to coincide with the fiscal year-end and ensure adequate time to compile the necessary data.

2020 IRS Mileage Rate: The Board noted that the IRS standard business mileage rate used for reimbursement decreased to \$0.575 per mile, effective January 1, 2020.

Statements of Economic Interest: The Board noted that the List of Filers was to be submitted to the County by the Village by February 1, 2020. Statements of Economic Interest will be sent to all registered filers, who will need to respond by the deadline of May 1, 2020.

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 registrations or reimbursable expenses presented for approval.

APPLICATIONS FOR MEMBERSHIP/WITHDRAWALS FROM FUND: *Ratify Application for Membership – Benjamin Foltin:* The Board reviewed the Application for Membership submitted by Benjamin Foltin. A motion was made by Trustee Jackson and seconded by Trustee Spain to accept Benjamin Foltin into the Carpentersville Firefighters' Pension Fund effective November 4, 2019, as a Tier II participant. Motion carried unanimously by voice vote.

Application for Membership – John Paul Schilling: The Board noted that John Paul Schilling has not submitted an Application for Membership at this time.

Ratify Contribution Refund – Erik Vogel: The Board reviewed the contribution refund request submitted by Erik Vogel. A motion was made by Trustee Tracy and seconded by Trustee Roesslein to ratify the approval of Erik Vogel's contribution refund in the amount of \$77,730.91 payable directly to himself and issued on January 3, 2020. Motion carried by roll call vote.

AYES: Trustees Jackson, Tracy, Spain and Roesslein

NAYS: None

ABSENT: Trustee Kilbourne

APPLICATIONS FOR RETIREMENT/DISABILITY BENEFITS: *Review/Approve Regular Retirement Benefits – John Mensching:* The Board noted that John Mensching retired January 11, 2020 and has submitted the service retirement pension benefit request form to L&A. Mr. Mensching is a deferred pensioner and will not be entitled to receive a benefit until 2024, therefore L&A will prepare the calculation upon settlement of the current contract. A motion was made by Trustee Tracy and seconded by Trustee Jackson to accept John Mensching's retirement application. Motion carried unanimously by voice vote.

OLD BUSINESS: There was no old business to discuss.

NEW BUSINESS: *Approve Annual Cost of Living Adjustments for Pensioners:* The Board reviewed the 2020 Cost of Living Adjustments (see attached) calculated by L&A. A motion was made by Trustee Jackson and seconded by Trustee Tracy to approve the 2020 Cost of Living Adjustments as required by statute and calculated by L&A. Motion carried by roll call vote.

AYES: Trustees Jackson, Tracy, Spain and Roesslein

NAYS: None

ABSENT: Trustee Kilbourne

Review Trustee Term Expirations and Election Procedures: The Board noted that the appointed Trustee position held by Trustee Kilbourne is expiring in April 2020 and he desires to remain on the Board. The Board will contact the Village and seek reappointment of Trustee Kilbourne to the Board.

IDOI Annual Statement: The Board noted that the IDOI Annual Statement is in process and the final report will be sent to the Board for review upon completion.

ATTORNEY'S REPORT – COLLINS & RADJA: *Legal Updates:* Attorney Collins provided legislative updates pertaining to Article 4 Pension Funds; including recent pension fund consolidation 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 Jackson and seconded by Trustee Spain to adjourn the meeting at 2:14 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for May 19, 2020 at 1:00 p.m.

Board President or Secretary

Minutes approved by the Board of Trustees on _____

Minutes prepared by Amanda Secor, Pension Services Administrator, Lauterbach & Amen, LLP