

**MINUTES OF A REGULAR MEETING  
OF THE CARPENTERSVILLE FIREFIGHTERS' PENSION FUND  
BOARD OF TRUSTEES  
MAY 19, 2020**

A regular meeting of the Carpentersville Firefighters' Pension Fund Board of Trustees was held on Tuesday, May 19, 2020 at 1:00 p.m. via videoconference in accordance with Section 6 of Governor Pritzker's Executive Order 2020-33 (COVID-19 Executive Order No. 31), pursuant to notice.

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

**ROLL CALL:**

**PRESENT:** Trustees Matt Jackson, Matthew Tracy, Michael Kilbourne and Steve Roesslein  
**ABSENT:** None  
**ALSO PRESENT:** Amanda Secor and Erika Feldman, Lauterbach & Amen, LLP (L&A); Tom Sawyer and John Falduto, Sawyer Falduto Asset Management, LLC; Attorney Cary Collins and David Mejia, Collins & Radja; Jason Franken, Foster & Foster Actuaries and Consultants

**PUBLIC COMMENT:** There was no public comment.

**APPROVAL OF MEETING MINUTES:** *February 11, 2020 Regular Meeting:* The Board reviewed the February 11, 2020 regular meeting minutes. A motion was made by Trustee Roesslein and seconded by Trustee Tracy to approve the February 11, 2020 regular 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 four-month period ending April 30, 2020 prepared by L&A. As of April 30, 2020, the net position held in trust for pension benefits is \$25,252,413.33 for a change in position of \$(1,517,716.37). 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 January 1, 2020 through April 30, 2020 for total disbursements of \$75,649.27. A motion was made by Trustee Kilbourne 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 \$71,825.27. Motion carried by roll call vote.

**AYES:** Trustees Tracy, Spain, Kilbourne and Roesslein  
**NAYS:** None  
**ABSENT:** None

*Additional Bills, if any – Illinois Department of Insurance Compliance Fee:* The Board noted that the Illinois Department of Insurance Compliance Fee invoice will be issued. A motion was made by Trustee Tracy and seconded by Trustee Kilbourne to approve payment of the IDOI Compliance Fee upon receipt of the invoice. Motion carried by roll call vote.

**AYES:** Trustees Tracy, Spain, Kilbourne and Roesslein  
**NAYS:** None  
**ABSENT:** None

**INVESTMENT REPORT – SAWYER FALDUTO ASSET MANAGEMENT, LLC:** *Quarterly Investment Performance Report:* Mr. Falduto presented the Quarterly Investment Performance Report for the period ending March 31, 2020. As of March 31, 2020, the first quarter net return is (10.06)% versus the first quarter benchmark of (10.95)%. The investment return for the quarter is \$(2,647,000) for an ending market value of \$23,760,105. The current asset allocation is as follows: fixed income at 47.4%, equities at 52.2% and cash equivalents at 0.4%. Mr. Sawyer reviewed the Market Commentary, Equity Portfolio,

Fixed Income Portfolio and Transaction Ledger Report with the Board. A motion was made by Trustee Kilbourne and seconded by Trustee Roesslein to accept the Quarterly Investment Performance Report as presented. Motion carried unanimously by voice vote.

*Review/Update Investment Policy:* Mr. Falduto presented updated investment policy language prepared by Sawyer Falduto Asset Management, LLC. The Board reviewed and discussed the proposed language, which has been updated to include language regarding sustainability consistent with Public Act 101-0473 and adjustments to allowable benchmarks. A motion was made by Trustee Kilbourne and seconded by Trustee Tracy to adopt the proposed investment policy language and to direct Sawyer Falduto Asset Management, LLC to prepare an updated investment policy, to be executed at the next regular meeting. Motion carried unanimously by voice vote.

**COMMUNICATIONS AND REPORTS:** *Statements of Economic Interest:* The Board was reminded that the Statements of Economic Interest were due by 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:** *Application for Membership – Jon Schilling:* The Board noted that Chief Jon Schilling will not submit an Application for Membership to the Fund. Attorney Collins will issue correspondence to Jon Schilling regarding his decision to opt out of the Fund.

**APPLICATIONS FOR RETIREMENT/DISABILITY BENEFITS:** There were no applications for retirement or disability benefits.

**OLD BUSINESS:** *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.

**NEW BUSINESS:** *Review/Approve – Actuarial Valuation & Tax Levy Request:* The Board reviewed the Actuarial Valuation as prepared by Foster & Foster Actuaries and Consultants. Based on data and assumptions, the recommended municipal contribution amount of \$1,458,002. The Board discussed requesting a tax levy in the amount of \$1,458,002. The Board also noted the current funded ratio of 70.6%. A motion was made by Trustee Kilbourne and seconded by Trustee Tracy to accept the Actuarial Valuation as prepared and to request a tax levy in the amount of 1,458,002 from the Village of Carpentersville Board of Trustees, based on the recommended amount stated in the Actuarial Valuation prepared by Foster & Foster Actuaries and Consultants. Motion carried by roll call vote.

AYES: Trustees Tracy, Spain, Kilbourne and Roesslein  
NAYS: None  
ABSENT: None

*Discussion/Possible Action – Nate Spain Recognition for Service to the Fund:* The Board discussed presenting Nate Spain with a gift to commemorate his service to the Board over the last sixteen years.

*Appointed Member Term Expiration – Michael Kilbourne:* The Board noted that the appointed Trustee position held by Trustee Kilbourne expired in April 2020 and he desires to remain on the Board. The Board will contact the Village Manager to seek reappointment of Trustee Kilbourne to the Board.

*Vacant Appointed Member Position:* The Board noted that Attorney Collins will contact the Village Manager to request a Trustee appointment from the Mayor. Further discussion will be held at the next regularly scheduled meeting.

*Reciprocity Request – Jeffrey Skelley:* L&A informed the Board that Jeffrey Skelley submitted a request to combine service under reciprocity. L&A informed the Board that further information is required to complete the calculation. A motion was made by Trustee Tracy and seconded by Trustee Roesslein to direct L&A to prepare the reciprocity calculation using a date of hire of May 1, 2001, a last day worked of June 3, 2002, a refund date of September 19, 2002 per the signed contribution refund request in the member file, the annualized salary per the IDOI Annual Statement and to assess a 7% interest rate, if the member requests a payment schedule. Motion carried by roll call vote.

AYES: Trustees Tracy, Spain, Kilbourne and Roesslein  
NAYS: None  
ABSENT: None

The Board discussed Board Officer elections. A motion was made by Trustee Roesslein and seconded by Trustee Kilbourne to maintain Trustee Jackson as President. Motion carried unanimously by voice vote.

The Board discussed Board Officer elections. A motion was made by Trustee Roesslein and seconded by Trustee Jackson to maintain Trustee Tracy as Secretary. Motion carried unanimously by voice vote.

**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 Kilbourne and seconded by Trustee Tracy to adjourn the meeting at 2:23 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for August 11, 2020 at 1:00 p.m.

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Board President or Secretary

Minutes approved by the Board of Trustees on \_\_\_\_\_

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