



MOKENA FPD FIREFIGHTERS' PENSION FUND

19853 S Wolf Road ■ Mokena, Illinois 60448

Joe Cirelli, President ■ Thomas Hug, Secretary ■ Ted Golden, Trustee ■ Richard Gotter, Trustee ■ Kenneth Blank, Treasurer

MINUTES OF REGULAR MEETING OF THE BOARD OF TRUSTEES OCTOBER 11, 2016

A regular meeting of the Mokena FPD Firefighters' Pension Fund was called to order at 5:26 p.m. on Tuesday, October 11, 2016, at the Mokena FPD Administration Building, 19853 S Wolf Road, Mokena, IL for the purpose of conducting regular business.

PRESENT: Trustees Joe Cirelli, Kenneth Blank and Thomas Hug

ABSENT: Trustees Richard Gotter and Ted Golden

ALSO PRESENT: Tim Hammond and Kay Hammond, Hammond Investment Management, LLC;
Allison Barrett, Colleen Trela and Stacie Woodill, Lauterbach & Amen, LLP (L&A);
Chief Howard Stephens and FF Richard Campbell, Mokena Fire Protection District

PUBLIC COMMENT: None

APPROVAL OF MINUTES: The minutes of the July 12, 2016 regular meeting were reviewed by the Board. A motion was made by Trustee Hug and seconded by Trustee Blank to approve the minutes as written. Motion carried by voice vote.

TREASURER'S REPORT: *Monthly Financial Report:* The Monthly Financial Report prepared by Lauterbach & Amen, LLP was presented to the Board for review. As of August 31, 2016, the plan net assets held in trust for pension benefits is \$12,110,726.06 with a change in position of \$754,263.14 for the three months ended August 31, 2016. A motion was made by Trustee Blank and seconded by Trustee Hug to accept the Monthly Financial Report. Motion carried by voice vote.

Presentation and Approval of Bills: The Board reviewed the following invoice presented for payment:

- Hammond Investment Management, LLC invoice in the amount of \$2,675.80 for Professional Services rendered from July 1, 2016 through September 30, 2016

A motion was made by Trustee Hug and seconded by Trustee Blank to approve payment of the Hammond Investment Management, LLC invoice as presented. Motion carried by voice vote.

A motion was made by Trustee Hug and seconded by Trustee Blank to transfer \$260,000.00 from the Savings Account to the Charles Schwab account for investment purposes. Motion carried by voice vote.

A motion was made by Trustee Blank and seconded by Trustee Hug to authorize the President and Secretary of the Board to transfer funds in excess of \$65,000.00 to Schwab for investment purposes and to maintain a balance of \$65,000.00 in the Savings Account. This transaction will be reported quarterly to the Board.

INVESTMENT REPORT: *Hammond Investment Management:* Mr. Hammond presented the Quarterly Investment Performance Report for the period ending September 30, 2016. As of 09/30/16, the quarter-to-date total net return is 2.46% for a year-to-date investment return of \$1,133,329.00 and an ending market value of \$11,922,195.00. The current asset allocation is as follows: Fixed Income at 44.0%, Equities at 55.5% and Cash Equivalents at .5%. The Bond Portfolio, Market Commentary, Equity and Fixed Income Portfolios, and Asset Allocation and Returns were reviewed with the Board. All questions were answered by Mr. Hammond. A motion was made by Trustee Hug and seconded by Trustee Blank to accept the Quarterly Investment Report. Motion carried by voice vote.

Review/Update Investment Policy: There were no recommended changes to the Investment Policy at this time.

COMMUNICATIONS OR REPORTS: *Affidavits of Continued Eligibility:* Lauterbach & Amen presented the Board with the completed 2016 Affidavits of Continued Eligibility for recordkeeping.

APPLICATIONS FOR MEMBERSHIP/WITHDRAWALS FROM FUND: There were no new applications or withdrawals received.

APPLICATIONS FOR RETIREMENT OR DISABILITY BENEFITS: There were no new applications for benefits received.

OLD BUSINESS: There was no Old Business to discuss.

NEW BUSINESS: *Overpayment of Benefits – Jerome Johnson and Joan Yunker:* Allison Barrett from Lauterbach & Amen, LLP discussed with the Board the overpayment of benefits to Jerome Johnson and Joan Yunker. The Board has discussed this matter with their Attorney and a letter will be sent to Jerome Johnson and Joan Yunker that explains the overpayment of funds in an attempt to recover the funds. A motion was made by Trustee Hug and seconded by Trustee Blank to send Jerome Johnson and Joan Yunker a letter in an attempt to recover the overpaid funds. Motion carried by voice vote.

Review and Approval of Actuarial Valuation and Tax Levy: Colleen Trela from Lauterbach & Amen, LLP distributed copies of the Actuarial Valuation and GASB 67/68 Report. The recommended Tax Levy amount is \$956,032.00. After discussion, a motion was made by Trustee Blank and seconded by Trustee Hug to request a tax levy amount of \$669,454.00, the statutory minimum contribution based on the Actuarial Valuation prepared by Lauterbach & Amen, LLP. Motion carried by voice vote.

Presentation and Approval of Audit: John Williams with Hearne & Associates, P.C. distributed copies of the 2016 Annual Audit report and reviewed it with the Board. A motion was made by Trustee Hug and seconded by Trustee Blank to accept the 2016 Annual Audit prepared by Hearne & Associates, P.C. Motion carried by voice vote.

Establish Meeting Dates for 2017: The Board discussed scheduling of the 2017 regular board meeting dates. A motion was made by Trustee Hug and seconded by Trustee Blank to set the meeting dates as January 10th, April 11th, July 11th and October 10th 2017. All meetings will be held at 5:30 p.m. at the Mokena FPD Administration Building, 19853 S. Wolf Road, Mokena, Illinois. Motion carried by voice vote.

TRUSTEE TRAINING UPDATE: Lauterbach & Amen apprised the Board of upcoming training opportunities and were reminded to provide any certificates of training to L&A for recordkeeping.

CLOSED SESSION, IF REQUIRED: There were no items to discuss in Closed Session.

ADJOURNMENT: A motion to adjourn the meeting was made by Trustee Hug and seconded by Trustee Blank at 6:14 p.m. Motion carried by voice vote.

The next regular meeting of the Mokena FPD Firefighters' Pension Fund will be held on Tuesday, January 10, 2017, at 5:30 p.m.

Respectfully submitted,

Thomas Hug, Secretary

Date Approved by Board

Minutes prepared by Stacie Woodill, Pension Services Administrator