



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 A REGULAR MEETING OF THE BOARD OF TRUSTEES TUESDAY, JANUARY 9, 2018

A regular meeting of the Mokena FPD Firefighters' Pension Fund Board of Trustees was held on Tuesday, January 9, 2018, at 5:30 pm at the Mokena FPD Administration Building, 19853 S. Wolf Road, Mokena, IL for the purpose of conducting regular business.

CALL TO ORDER: Trustee Cirelli called the meeting to order at 5:30 pm.

ROLL CALL:

PRESENT: Trustees Joe Cirelli, Kenneth Blank, Richard Gotter, and Thomas Hug

ABSENT: Trustee Ted Golden

ALSO PRESENT: Tim Hammond, Hammond Investment Management, LLC; Lora Murphy, Lauterbach & Amen, LLP (L&A); Chief Howard Stephens and Assistant Chief Richard Campbell

PUBLIC COMMENT: There was no public comment.

APPROVAL OF MINUTES: *October 10, 2017 Regular Meeting Minutes:* The Board reviewed the minutes from the October 10, 2017 regular meeting. A motion was made by Trustee Hug and seconded by Trustee Gotter to approve the October 10, 2017 regular meeting minutes as written. Motion carried unanimously by voice vote.

Semi-Annual Review of Closed Session Meeting Minutes: The Board noted that there are closed session meeting minutes but will not release them at this time. A motion was made by Trustee Hug and seconded by Trustee Blank to keep the closed session meeting minutes closed. Motion carried unanimously by voice vote.

ACCOUNTANT'S REPORT – LAUTERBACH & AMEN, LLP: *Monthly Financial Report:* The Board reviewed the Monthly Financial Report for the six-month period ending November 30, 2017, as prepared by L&A. As of November 30, 2017, the net position held in trust for pension benefits is \$14,845,080.63 with a change in position of \$1,552,394.02. The Board also reviewed the Cash Analysis Report, Revenue Report, Expense Report, Member Contribution Report and Payroll Journal. A motion was made by Trustee Blank and seconded by Trustee Hug to accept the Monthly Financial Report as presented. Motion carried unanimously by voice vote.

Presentation and Approval of Bills: The Board reviewed the Vendor Checks Report for the period September 1, 2017 to November 30, 2017, for total disbursements in the amount of \$17,313.62.

Additional Bills, if any: The Board reviewed an invoice for Hammond Investment Management, LLC in the amount of \$3,253.25 for professional services rendered from September 30, 2017 to December 31, 2017. A motion was made by Trustee Hug and seconded by Trustee Gotter to approve the disbursements shown on the Vendor Checks Report in the amount of \$17,313.62 and the additional bill as presented. Motion carried unanimously by voice vote.

INVESTMENT REPORT – HAMMOND INVESTMENT MANAGEMENT: *Quarterly Investment Report:* Mr. Hammond presented the Quarterly Investment Report for the period ending December 31, 2017. Mr. Hammond reviewed the Overall Portfolio, Market Indexes, Bond Portfolio and Equity-Mutual Funds. As of December 31, 2017, the quarter-to-date net return is 2.56% for an investment return of \$368,907.19 and a total portfolio value of \$14,839,281.74. The current asset allocation is as follows: Fixed Income at 42.1%, Equities at 56.5% and Cash & Money Funds at 1.4%.

Approve Transfer of Funds to Schwab Account: The Board discussed transferring \$40,000.00 from the ICS account to the Schwab account. A motion was made by Trustee Hug and seconded by Trustee Gotter to approve the transfer as discussed. Motion carried unanimously by voice vote.

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

COMMUNICATIONS AND REPORTS: *Statements of Economic Interest:* The Board noted that the list of Filers must be submitted to the County by the District by February 1, 2018. Statements of Economic Interest will be sent to all registered filers who will need to respond by the deadline of May 1, 2018.

IRS 2018 Mileage Reimbursement: The Board noted that the IRS standard business mileage rate used for reimbursement increased to \$0.545 per mile effective January 1, 2018.

APPLICATIONS FOR MEMBERSHIP/WITHDRAWALS FROM FUND: There were no applications for memberships or withdrawals from the fund at this time.

APPLICATIONS FOR RETIREMENT OR DISABILITY BENEFITS: The Board noted that an application for retirement was received from Firefighter Marcie Hoag. L&A will prepare the benefit calculation for Board review and approval at the next regular scheduled meeting.

OLD BUSINESS: There was no old business to discuss at this time.

NEW BUSINESS: *Approve Annual Cost of Living Adjustments (COLAs) for Pensioners:* The Board reviewed the 2018 Cost of Living Adjustments (see attached) as calculated by L&A. A motion was made by Trustee Hug and seconded by Trustee Blank to approve the 2018 Cost of Living Adjustments as required by statute and calculated by L&A. Motion carried unanimously by voice vote.

Review Trustee Term Expirations and Election Procedures: The Board noted that the active member term currently held by Trustee Hug is expiring in April, 2018. Trustee Hug does not wish to remain on the Board. L&A will conduct an election on behalf of the Pension Fund for one of the two active member Trustee positions.

TRUSTEE TRAINING UPDATE: The Board reviewed the Trustee Training Summary and discussed upcoming training opportunities. The Board was reminded to provide any certificates of training to L&A for recordkeeping.

ATTORNEY'S REPORT: *Legal Updates:* The Board reviewed the newsletter provided by Reimer Dobrovolsky & Karlson. LLC.

CLOSED SESSION, IF NEEDED: No closed session was needed.

ADJOURNMENT: A motion was made by Trustee Hug and seconded by Trustee Blank to adjourn the meeting at 5:45 pm. Motion carried unanimously by voice vote.

The next regular meeting of the Mokena FPD Firefighters' Pension Fund will be held on Tuesday, April 10, 2018 at 5:30 pm.

Respectfully submitted,

Thomas Hug, Secretary

Date Approved by Board

Minutes prepared by Lora Murphy, Pension Services Administrator, Lauterbach & Amen, LLP