

Bolingbrook Firefighters Pension Fund
Regular Meeting Minutes
July 24, 2017
Bolingbrook Fire Station 5
1900 Rodeo Drive
Bolingbrook, IL 60490

CALL TO ORDER:

President Bramwell called the regular meeting of the pension fund to order at 9:01 a.m.

ROLL CALL:

Present: President: Kevin Bramwell
 Board Members: Ron Spindel (retired), Secretary
 Trinidad Garza, Trustee
 Ricardo Morales, Trustee
 Chris Jostes, Trustee

Absent Member: Rosa Cojulun, Finance Director/Treasurer

Recording Secretary: Meghan Strimel

Pension Attorney: Jerry Marzullo, Puchalski Goodloe Marzullo
 (arrival 10:00 am)

Fund Consultant: Mike Slonek, Strategic Capital Investment Advisors
 Tim Moss, Strategic Capital Investment Advisors
 Dan Gross, Strategic Capital Investment Advisors
 Kelly Weller, Great Lakes Financial

Fund Accountants: Derek Flessner, Lauterbach and Amen

Public Present: Tom Ross, Public Safety Director
 George Foy, Firefighter/Paramedic

PUBLIC COMMENT:

None at this time.

APPROVAL OF MINUTES:

- On a motion made by Secretary Spindel and seconded by Trustee Garza:
 "The Minutes for the 2nd Quarter regular pension meeting dated April 17, 2017
 were approved as circulated."

MOTION CARRIED UNANIMOUSLY

- On a motion made by Trustee Garza and seconded by Secretary Spindel:
“The Minutes for the Special Meeting dated April 17, 2017 were approved as circulated.”

MOTION CARRIED UNANIMOUSLY

SEMI-ANNUAL REVIEW – EXECUTIVE SESSION MINUTES:

- On a motion made by Trustee Garza and seconded by Secretary Spindel:
“Executive Session minutes pertaining to the disability hearing of Bethany Foy to remain closed.”

MOTION CARRIED UNANIMOUSLY

INVESTMENT REPORT:

Strategic Capital Investment Advisors

- ✓ Investment program review.
 - ✓ 55% Equities – Split between 47% in US Equity and 8% in International Equity
 - ✓ 35% Fixed Income
 - ✓ 10% Real Estate
- ✓ Recommend to hire National Investment Services (NIS) as a fixed income manager. Agreement to be signed by the board.
- ✓ Recommend to hire Principal U.S. Property Account to invest in real estate. Agreement to be signed by the board.
- ✓ Six (6) direction letters to be sent to the “in place” investment managers notifying of termination.
 - ✓ Give notice to stop trading as of August 14, 2017.
 - ✓ Restructure will start as of August 21, 2017.
 - ✓ Saves the fund from paying double fees for a short time period.

- Trustee Garza asked if the fees associated with hiring these managers are in addition to the consultant fees. Mike Slonek stated that the fees are in addition to the consultant fee. The fee is taken out by the manager before the return is given to the fund. The returns are net.

- Trustee Morales asked how the direction letters will be sent and how they will know that they are received. Mike Slonek stated that the direction letters have a “cc” to Kelly Weller and the individuals that need to be notified. The letters need to be on fund letter head and emailed to the recipient and copied to all individuals. He also stated that they confirm with each of the recipients that they have received the letter. The Board directed Meghan Strimel to have the direction letters on fund letterhead and email to the appropriate individuals.

- On a motion made by Trustee Morales and seconded by Secretary Spindel:

“Strategic Capital to invest the policy of 55% Equity, with 47% being US Equity, 8% being International Equity; direct them to invest US Equity in the Vanguard Total Stock Market Index Fund; to invest International Equity in active management with American Funds Euro Pacific Growth, Harding Loevner International, Templeton Foreign, Hartford Schroeders International Multi Cap Value, Goldman Sacks International Small Cap Insights. Slate National Investment Services for Fixed Income Manager; to invest the funds for the real estate allocation in Principal U.S. Property Account; to adopt the transition process that Mike outlined earlier; and the President of the Board to sign necessary paperwork in regards to the motion .”

MOTION CARRIED UNANIMOUSLY

Great Lakes Advisors

- Kelly Weller stated that they are all set up and everything is signed and there are no issues.

- Discussion ensued regarding updating the Investment Policy Statement. Kelly Weller of Great Lakes Advisors discussed a change he would like in the statement regarding “managers”. Strategic Management was in agreement with the change. Trustee Garza asked if there could be two (2) separate addendums, one for the consultant and one for the manager.

- On a motion made by Secretary Spindel and seconded by Trustee Garza:
“To adopt the Investment Policy Statement as provided with the two (2) changes as discussed”.

MOTION CARRIED UNANIMOUSLY

- ✓ *Overall general investment policy statement*
- ✓ *Addendum 1 pertains to Strategic Capital Investment 55% Equities – Split between 47% in US Equity and 8% in International Equity; 35% Fixed Income; 10% Real Estate*
- ✓ *Addendum 2 pertains to Great Lakes Advisors targets 53% Equity, 45% Fixed income and 2% Cash.*

ACCOUNTANTS REPORT

- On a motion made by Trustee Morales and seconded by Trustee Garza:
“To renew Lauterbach and Amen’s contract for services provided for the year ended 04/30/2018; 04/30/2019; and 04/30/2020.”

MOTION CARRIED UNANIMOUSLY

- ✓ *3 year proposal*
- ✓ *2017/2018 for \$20,865; 2018/2019 for \$21,455 and 2019/2020 for \$22,155*
- ✓ *Current cost of services for 2015/2017 is \$20,250.00*

APPROVAL OF FINANCIAL STATEMENTS:

- On a motion made by Secretary Spindel and seconded by Trustee Morales:
“Approve the monthly financial reports submitted by Lauterbach and Amen for March 2017, April 2017, May 2017 including year-end close adjustments, and June 30, 2017.”

MOTION CARRIED UNANIMOUSLY

- ✓ *Total Additions including contributions and investment income ended June 30, 2017 are \$2,314,104.87.*
- ✓ *Total Deductions ended June 30, 2017 were \$624,150.49*
- ✓ *Net position held in trust for pension benefits as of June 30, 2017 is \$50,433,470.46*

PRESENTATION AND APPROVAL OF BILLS:

- On a motion made by Trustee Garza and seconded by Secretary Spindel:
“Ratify all invoices as presented.”

ROLL CALL VOTE:

President Bramwell – Yes
Secretary Spindel – Yes
Trustee Garza – Yes
Trustee Morales – Yes
Trustee Jostes - Yes

MOTION CARRIED UNANIMOUSLY

- ✓ *Lauterbach and Amen – Professional Services April 2017 - \$1,320.00*
- ✓ *Lauterbach and Amen – Professional Services May 2017 - \$1,360.00*
- ✓ *Lauterbach and Amen – Professional Services June 2017 - \$1,360.00*
- ✓ *Lauterbach and Amen – Preparation of Year End 4/30/2017 - \$1,330.00*
- ✓ *Meghan Strimel for completion of minutes (Special Meeting and 2nd Quarter Meeting April 17, 2017) - \$75.00*

- On a motion made by Secretary Spindel and seconded by Trustee Morales:
“To approval invoices as presented.”

ROLL CALL VOTE:

President Bramwell – Yes
Secretary Spindel – Yes
Trustee Garza – Yes
Trustee Morales – Yes
Trustee Jostes - Yes

MOTION CARRIED UNANIMOUSLY

- ✓ *Strategic Capital – Quarterly retainer 4/18 – 6/30/2017 - \$4,011.00*
- ✓ *Exam Works – IME D. Bradley - \$5,800.00*
- ✓ *Ricoh Copy Service – Dwyer Disability Hearing - \$2,766.76*

- ✓ *Puchalski Goodloe Marzullo – 3rd Quarter Retainer - \$7,002.75*
- ✓ *Exam Works – IME M. Dwyer - \$7,100.00*

- Discussion ensued to see if there was a way to get documents digital for the disability hearings. Attorney Marzullo stated that the board needs two (2) hard copies, one for the file another for his file. It is possible to get information on a CD or flash drive. Board discussed options. Trustee Jostes will do research on the cost of tablets for the Board. A special meeting will be held to discuss once information is received.

- Derek Flessner stated that the annual DOI report is due at the end of October. The report will be done in a couple of weeks and will be sent to the Board to review before it is submitted.

OLD BUSINESS:

- Annual Notarized Affidavits were emailed and mailed out to pensioners with a deadline of April 17, 2017. The missing affidavits have been received.

- On a motion made by Secretary Spindel and seconded by Trustee Garza:
“Accept Kurt Neubauers’s application for regular retirement of the Bolingbrook Firemen’s Pension Fund, date of hire January 19, 1987, last day worked May 4, 2017 with an amount of the original monthly granted to member for \$6,498.00”.

MOTION CARRIED UNANIMOUSLY

NEW BUSINESS:

- A regular retirement application was received for an early retirement from member Jeffrey Purtell. Attorney Marzullo directed the Board to send the information to Lauterbach and Amen to have the calculation completed and discuss the deferred pension benefit at the next meeting.

- Hagens Bergman submitted a current monitoring report. There is no recommendation for involvement in the new cases.

OTHER BUSINESS:

- On a motion made by Trustee Garza and seconded by Trustee Jostes:
“Hire Foster and Foster to complete the independent actuary.”

MOTION CARRIED UNANIMOUSLY

- ✓ *Independent actuary completed every other year*

- On a motion made by Secretary Spindel and seconded by Trustee Morales:
“Approve payment for registration and individual hotel room for those members who want to attend the IFFI annual conference.”

MOTION CARRIED UNANIMOUSLY

- ✓ *Conference located in Bloomington / Normal*
- ✓ *\$175 members / \$200 non-members*
- ✓ *\$125 / night for hotel*
- ✓ *October 9 and 10, 2017*
- ✓ *Advise Meghan Strimel who wants to attend*

ATTORNEY REPORT:

Mr. Marzullo gave updates on the disability pension applications:

- ✓ *All records have been received for D. Bradley. IME's have been scheduled and almost completed. Discussion ensued on possible hearing dates in September / October.*
- ✓ *Ready to proceed with IME's for W. Brauchler. Additional documents need to be obtained due to application being on hold for the last 12 – 14 months. Discussion ensued and hoped to have completed by the end of the year.*

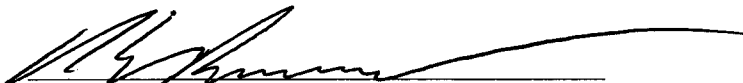
CLOSED SESSION:

Not at this time.

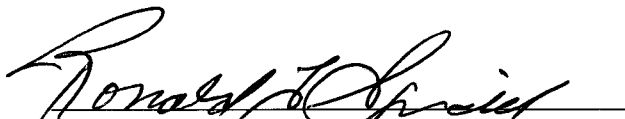
ADJOURNMENT:

- On a motion made by Secretary Spindel and seconded by Trustee Garza:
“Adjournment at 10:35 a.m.”

MOTION CARRIED UNANIMOUSLY


Kevin Bramwell, President

10/23/2017
Date


Ronald Spindel, Secretary

10-23-17
Date

Prepared by: Meghan Strimel