

**APPROVED MINUTES**

**VILLAGE OF NORTHFIELD  
BOARD OF TRUSTEES OF THE POLICE PENSION FUND**

January 26, 2017

Minutes of the Board of Trustees of the Police Pension Fund meeting held on Thursday, January 26, 2017, in the Police Department Conference Room, 350 Walnut Ave, Northfield, Illinois.

**ROLL CALL**

President Kenneth E. Smith called the meeting to order at 5:00 p.m. Roll call was as follows:

Trustees Present:

Kenneth Smith  
William Lustig  
Gordon Scott  
Don Whiteman  
Tom Hanus

Non-Trustees Present

Steve Noble, Village Finance Director  
Carolyn Clifford, Ottosen-Britz  
Kelly Weller, Great Lakes Advisors  
Bruce Ebel, Great Lakes Advisors

Mr. Smith noted there was a quorum present.

**PUBLIC COMMENT**

No public comment was made.

**APPROVAL OF MINUTES**

The next item was to approve the pension meeting minutes of October 13, 2016. Mr. Whiteman made a motion to accept the minutes, seconded by Mr. Hanus, and upon a voice vote, motion passed.

**REVIEW OF INVESTMENT REPORT-GREAT LAKES ADVISORS (GLA)**

Mr. Ebel began with a brief recap of the performance of the various asset classes last year. He also advised the Board that the portfolio is invested according to our investment policy statement.

Mr. Ebel discussed the quarterly results, which were net of fees as follows:

Total Account	.63%	(benchmark return: .72%)
Fixed Income	(.77%)	(benchmark return: (2.06%))
Equity	1.96 %	(benchmark not provided)

The asset allocation was as follows: **Equity: 53%, Fixed Income: 43% and Cash: 4%.**

Mr. Smith asked Great Lakes for an update on the Wells Fargo situation. Mr. Ebel advised the Board that the investigation is still on going and Great Lakes research department is following it very closely. As of now, no action has been taken, but Great Lakes will continue to monitor the situation. Mr. Weller said he would send out a brief response regarding the Wells Fargo holding in the Large Cap Value portfolio. Great Lakes will inform the Board if the holding is affected, either positive or negative, in the future. Mr. Whiteman made a motion to accept the investment report as presented, seconded by Mr. Scott and upon a voice vote motion passed.

### **TREASURER'S REPORT**

Mr. Noble presented the Board with the treasurer's report, dated December 31, 2016. Mr. Noble reviewed the report with the Board, which shows the activity in the Pension Fund. Mr. Whiteman made a motion to accept the Treasurer's report as presented, seconded by Mr. Scott and upon a voice vote, motion passed.

### **APPROVAL OF PENSION INCREASES 2017**

The Board members were given a copy of the pension increases for 2017, which were prepared by Lauterbach & Amen. Mr. Whiteman made a motion to approve the pension increases for 2017, seconded by Mr. Hanus. Upon a call of the roll, the motion passed.

AYES: Smith, Lustig, Whiteman, Scott and Hanus  
NAYS: None

### **CONFIRMATION OF VILLAGE'S TAX LEVY FOR FUND**

Mr. Noble informed the Board that the Village does not levy a tax specifically for the Pension Fund, rather a tax in total. He said that the Village will be contributing 100% of what the actuary determines to be the recommended amount which also aligns with the Fund's request.

### **FINAL ACTUARY REPORT AND ACTUARIAL SERVICES FOR 2016**

Mr. Noble presented the Pension Board with the final Actuarial Report and findings were discussed.

### **APPROVAL OF BILLS**

Mr. Noble distributed a copy of the paid invoice sheet, which details all bills paid by the Pension Board for the period October 10, 2016 thru January 18, 2017. The Board reviewed the disbursements. There were three bills paid during this time, with fees totaling \$12, 686.50. Mr. Whiteman made a motion to approve the bills for payment, seconded by Mr. Scott, and upon a roll call vote, motion passed.

AYES: Smith, Lustig, Whiteman, Scott and Hanus  
NAYS: None

The membership bill for IPPFA, in the amount of \$795.00 was also presented. Mr. Whiteman made a motion to continue membership, seconded by Mr. Hanus and upon a voice vote, motion passed.

AYES: Smith, Lustig, Whiteman, Scott and Hanus  
NAYS: None

Mr. Noble did advise the Board that part of the service that Lauterbach & Amen provides to the Pension Fund includes the payment of bills. One member of the Pension Fund will need to sign off on the invoice and Mr. Noble will then forward to L&A for payment.

### **OLD BUSINESS**

Mr. Smith advised the Pension Fund that one of the retirees, Larry Pfifer, passed away and has been removed from the pension roll.

The annual IME paperwork for Officer Hoffman and Officer Romag has been sent. Mr. Romag has scheduled his appointment, and upon receipt of Ms. Hoffman's paperwork, we will request a physician certification from her doctor.

Mr. Noble gave an update on the status of fiduciary liability insurance renewal and provided the Board members a copy of the policy. It was renewed as of January 1, 2017. It is the same carrier and the same policy as last year, with one change; we did take on the \$10,000 deductible in order save some on the premium.

### **NEW BUSINESS**

All the Pension Board members will file their statement of economic interest as soon as the county website process becomes available.

Ms. Clifford gave the Board the new retainer/engagement agreement for 2017, which will be in effect until December 2018. The new agreement is for a total of \$6300.00 a year. Ms. Clifford's firm will now be billing monthly as opposed to quarterly. Mr. Whiteman made a motion to approve the retainer and engagement agreement, seconded by Mr. Scott and upon a roll call vote motion passed.

AYES: Smith, Lustig, Whiteman, Scott and Hanus  
NAYS: None

Ms. Clifford gave the Board members some forms and rules she has tweaked and or made minor changes. Mr. Whiteman made a motion to accept the changes, seconded by Mr. Hanus and upon a roll call vote, motion passed.

AYES: Smith, Lustig, Whiteman, Scott and Hanus  
NAYS: None

### **TRAINING**

Ms. Clifford gave the Board members a copy of the annual time line of requirements for the Pension Fund and reviewed it with the Board.

Ms. Clifford gave the Board members some material on state and national pension issues and upcoming training opportunities.

**CLOSED SESSION**

None

**ADJOURNMENT**

With no further business to discuss, Mr. Whiteman made a motion to adjourn at 6:28 p.m., seconded by Mr. Lustig, and upon a voice vote, motion passed.

Respectfully submitted,

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Donald Whiteman, Secretary

Minutes prepared by Maureen French, Administrative Assistant. Minutes approved the Board of Trustees at its meeting on \_\_\_\_\_2017.