



**MINUTES OF A RESCHEDULED REGULAR MEETING OF THE
HAWTHORN WOODS POLICE PENSION FUND
BOARD OF TRUSTEES
DECEMBER 5, 2019**

A rescheduled regular meeting of the Hawthorn Woods Police Pension Fund Board of Trustees was held on Thursday, December 5, 2019 at 11:00 a.m. in the Village Hall located at 2 Lagoon Drive, Hawthorn Woods, Illinois 60047, pursuant to notice.

CALL TO ORDER: Trustee Samz called the meeting to order at 11:01 a.m.

ROLL CALL:

PRESENT: Trustees Douglas Samz, Timothy McCue and John Tennant

ABSENT: Trustee Viramontes

ALSO PRESENT: Attorney Brian LaBardi, Reimer & Dobrovlny PC; Keri O'Brien, Lauterbach & Amen, LLP (L&A); Dave Harrington, Sawyer Falduto Asset Management, LLC; Treasurer Kristin Kazenas, Village of Hawthorn Woods (*arrived at 11:11 a.m.*)

PUBLIC COMMENT: There was no public comment.

APPROVAL OF MEETING MINUTES: *August 20, 2019 Regular Meeting and October 11, 2019 Special Meeting:* The Board reviewed the August 20, 2019 regular meeting minutes and the October 11, 2019 special meeting minutes. A motion was made by Trustee McCue and seconded by Trustee Tennant to approve the August 20, 2019 regular meeting minutes and the October 11, 2019 special 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 ten-month period ending October 31, 2019 prepared by L&A. As of October 31, 2019, the net position held in trust for pension benefits is \$4,755,357.34 for a change in position of \$762,476.04. The Board also reviewed the Cash Analysis Report, Revenue Report, Expense Report, Member Contribution Report, Payroll Journal and the Vendor Check Report for the period August 1, 2019 through October 31, 2019 for total disbursements of \$13,180.96. A motion was made by Trustee Tennant and seconded by Trustee McCue to accept the Monthly Financial Report as presented and to approve the disbursements shown on the Vendor Check Report in the amount of \$13,180.96. Motion carried by roll call vote.

AYES: Trustees Samz, McCue and Tennant

NAYS: None

ABSENT: Trustee Viramontes

Additional Bills, if any: The Board reviewed the following additional bills for approval:

- L&A invoice #38525 in the amount of \$855 for accounting, payroll and PSA services rendered for the month of July 2019.
- L&A invoice #39334 in the amount of \$855 for accounting, payroll and PSA services rendered for the month of August 2019.
- L&A invoice #40036 in the amount of \$855 for accounting, payroll and PSA services rendered for the month of September 2019.

- L&A invoice #41374 in the amount of \$855 for accounting, payroll and PSA services rendered for the month of October 2019.
- IPPFA invoice #2352 in the amount of \$795 for 2020 Membership Dues.
- Reimer & Dobrovolny PC invoice #25319 in the amount of \$762.80 for legal services.

A motion was made by Trustee Samz and seconded by Trustee McCue to approve the additional bills as presented. Motion carried by roll call vote.

AYES: Trustees Samz, McCue and Tennant

NAYS: None

ABSENT: Trustee Viramontes

Treasurer Kazenas arrived at 11:11 a.m.

INVESTMENT REPORT – SAWYER FALDUTO ASSET MANAGEMENT, LLC: *Quarterly Investment Performance Report:* Mr. Harrington presented the Quarterly Investment Performance Report for the period ending September 30, 2019. As of September 30, 2019; the third quarter net return is 1.30% versus the third quarter account benchmark of 1.62%. The investment return for the quarter is \$62,132 for an ending market value of \$4,666,406. The current asset allocation is as follows: fixed income at 52.4%, equities at 44.7% and cash equivalents at 3.0%. Mr. Harrington reviewed the Market Commentary, Equity and Fixed Income Portfolios, Credit Rating Report and Transaction Ledger Report with the Board. A motion was made by Trustee McCue and seconded by Trustee Tennant to accept the Quarterly Investment Performance Report as presented. Motion carried unanimously by voice vote.

Review/Update Investment Policy: The Board discussed the Investment Policy and no changes are needed at this time.

COMMUNICATIONS AND REPORTS: *Affidavits of Continued Eligibility:* The Board noted that all 2019 Affidavits of Continued Eligibility have been received by L&A and the originals were given to the Board for their recordkeeping.

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: The Board reviewed the following Trustee training reimbursements:

- Reimbursement to Trustee Viramontes in the total amount of \$638.42 for training expenses:
 - Hotel: \$585.93
 - Mileage: 58 miles at \$0.58/mile totaling \$33.64
 - Meals: \$18.85
- Reimbursement to Trustee Tennant in the total amount of \$143.84 for training expenses:
 - Mileage: 248 miles at \$0.58/mile totaling \$143.84
- Reimbursement to Trustee Samz in the total amount of \$752.92 for training expenses:
 - Hotel: \$585.93
 - Mileage: 76 miles at \$0.58/mile totaling \$44.08
 - Meals: \$122.91

A motion was made by Trustee McCue and seconded by Trustee Tennant to approve the Trustee training reimbursements as presented. Motion carried by roll call vote.

AYES: Trustees Samz, McCue and Tennant

NAYS: None

ABSENT: Trustee Viramontes

APPLICATIONS FOR MEMBERSHIP/WITHDRAWALS FROM FUND: There were no applications for membership or withdrawals from the Fund.

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

OLD BUSINESS: There was no old business to discuss.

NEW BUSINESS: *Discussion/Possible Action – Revised Lauterbach & Amen, LLP Engagement Letter:* This item has been tabled until the next regular meeting.

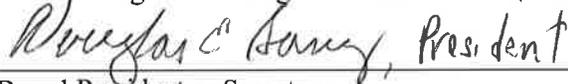
Establish 2020 Board Meeting Dates: The Board discussed establishing the 2020 Board meeting dates as February 18, 2020; May 19, 2020; August 18, 2020 and December 1, 2020 at 11:00 a.m. at the Village Hall located at 2 Lagoon Drive, Hawthorn Woods, Illinois 60047. A motion was made by Trustee Tennant and seconded by Trustee Samz to establish the 2020 Board meeting dates as stated. Motion carried unanimously by voice vote.

ATTORNEY'S REPORT – REIMER & DOBROVOLNY PC: *Legal Updates:* The Board reviewed the *Legal and Legislative Update* quarterly newsletter. Attorney LaBardi discussed recent court cases and decisions, as well as general pension matters with the Board.

CLOSED SESSION, IF NEEDED: There was no need for closed session.

ADJOURNMENT: A motion was made by Trustee McCue and seconded by Trustee Samz to adjourn the meeting at 11:55 a.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for February 18, 2020 at 11:00 a.m.



Board President or Secretary

Minutes approved by the Board of Trustees on 2/18/20

Minutes prepared by Keri O'Brien, Pension Services Administrator, Lauterbach & Amen, LLP