



**MINUTES OF A REGULAR MEETING OF THE  
HAWTHORN WOODS POLICE PENSION FUND  
BOARD OF TRUSTEES  
AUGUST 18, 2020**

A regular meeting of the Hawthorn Woods Police Pension Fund Board of Trustees was held via videoconference on Tuesday, August 18, 2020 at 11:00 a.m. without a quorum of the public body physically present because of a disaster declaration related to COVID-19 public health concerns affecting the Village of Hawthorn Woods. The Hawthorn Woods Police Pension Fund Board President determined that an in-person meeting with all participants is not practical, prudent or feasible because of the disaster, pursuant to notice.

**CALL TO ORDER:** Trustee Samz called the meeting to order at 11:02 a.m.

**ROLL CALL:**

**PRESENT:** Trustees Douglas Samz, Michael Viramontes and John Tennant

**ABSENT:** None

**ALSO PRESENT:** Attorney Brian LaBardi, Reimer & Dobrovolny PC; Keri O'Brien, Lauterbach & Amen, LLP (L&A); Tom Sawyer, Sawyer Falduto Asset Management, LLC; Finance Director Katreina York, Village of Hawthorn Woods

**PUBLIC COMMENT:** There was no public comment.

**APPROVAL OF MEETING MINUTES:** *May 19, 2020 Regular Meeting:* The Board reviewed the May 19, 2020 regular meeting minutes. A motion was made by Trustee Tennant and seconded by Trustee Viramontes to approve the May 19, 2020 regular meeting minutes as written. Motion carried by roll call vote.

**AYES:** Trustees Samz, Viramontes and Tennant

**NAYS:** None

**ABSENT:** None

*Semi-Annual Review of Closed Session Meeting Minutes:* There were no closed session meeting minutes for review.

**ACCOUNTANT'S REPORT – LAUTERBACH & AMEN, LLP:** *Monthly Financial Report and Presentation and Approval of Bills:* The Board reviewed the Monthly Financial Report for the six-month period ending June 30, 2020 prepared by L&A. As of June 30, 2020, the net position held in trust for pension benefits is \$5,178,547.93 for a change in position of \$252,768.61. 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 April 1, 2020 through June 30, 2020 for total disbursements of \$15,083.67. A motion was made by Trustee Tennant and seconded by Trustee Samz to accept the Monthly Financial Report as presented and to approve the disbursements shown on the Vendor Check Report in the amount of \$15,083.67. Motion carried by roll call vote.

AYES: Trustees Samz, Viramontes and Tennant  
NAYS: None  
ABSENT: None

*Additional Bills, if any:* The Board reviewed Reimer & Dobrovolny PC invoice #26206 in the amount of \$755.50 for legal services rendered. A motion was made by Trustee Viramontes and seconded by Trustee Samz to approve the additional bill as presented. Motion carried by roll call vote.

AYES: Trustees Samz, Viramontes and Tennant  
NAYS: None  
ABSENT: None

**INVESTMENT REPORT – SAWYER FALDUTO ASSET MANAGEMENT, LLC:** *Quarterly Investment Performance Report:* Mr. Sawyer presented the Quarterly Investment Performance Report for the period ending June 30, 2020. As of June 30, 2020, the second quarter net return is 10.06% versus the second quarter account benchmark of 10.74%. The investment return for the quarter is \$470,121 for an ending market value of \$5,132,574. The current asset allocation is as follows: fixed income at 51.9%, equities at 46.7% and cash equivalents at 1.3%. Mr. Sawyer 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 Tennant and seconded by Trustee Samz to accept the Quarterly Investment Performance Report as presented. Motion carried by roll call vote.

AYES: Trustees Samz, Viramontes and Tennant  
NAYS: None  
ABSENT: None

*Review/Update Investment Policy:* The Board discussed the Investment Policy and determined that no changes are required at this time.

**COMMUNICATIONS AND REPORTS:** *Active Member File Maintenance:* The Board noted that L&A will prepare Active Member File Maintenance letters for distribution to all active members requesting any additional pension file documents.

**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 discussed the upcoming 2020 IPPFA MidAmerican Pension Conference. A motion was made by Trustee Tennant and seconded by Trustee Viramontes to approve the registration fees for trustees interested in attending the 2020 IPPFA MidAmerican Pension Conference. Motion carried by roll call vote.

AYES: Trustees Samz, Viramontes and Tennant  
NAYS: None  
ABSENT: None

**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: Board Officer Elections – President, Vice President, Secretary & Assistant Secretary:** The Board discussed Board Officer Elections and nominated the slate of Officers as follows: Trustee Samz as President, Trustee Viramontes as Vice President, Trustee Tennant as Secretary, with a vacancy in the Assistant Secretary position, due to lack of Board Trustees. A motion was made by Trustee Samz and seconded by Trustee Tennant to elect the slate of Officers as stated. Motion carried by roll call vote.

AYES: Trustees Samz, Viramontes and Tennant  
NAYS: None  
ABSENT: None

**FOIA Officer & OMA Designee:** The Board discussed maintaining the Village Clerk of Hawthorn Woods, Donna Lobaito, as the FOIA Officer and Trustee Tennant as the OMA Designee. A motion was made by Trustee Viramontes and seconded by Trustee Tennant to maintain the FOIA Officer and OMA Designee as stated. Motion carried by roll call vote.

AYES: Trustees Samz, Viramontes and Tennant  
NAYS: None  
ABSENT: None

**Review/Approve – Actuarial Valuation & Tax Levy Request:** The Board reviewed the finalized Actuarial Valuation as prepared by L&A. Based on data and assumptions, the recommended contribution amount is \$411,152 which is a \$61,946 increase from the prior year contribution. The statutory minimum contribution requirement is \$347,860.

The Board discussed requesting a tax levy in the amount of \$411,152. A motion was made by Trustee Viramontes and seconded by Trustee Tennant to request a tax levy in the amount of \$411,152 from the Village of Hawthorn Woods, based on the recommended amount stated in the Actuarial Valuation prepared by L&A. Motion carried by roll call vote.

AYES: Trustees Samz, Viramontes and Tennant  
NAYS: None  
ABSENT: None

**Review/Adopt – Municipal Compliance Report:** This item was tabled until the next regular meeting.

**IDOI Annual Statement:** The Board noted that the IDOI Annual Statement has been completed and submitted to the Department of Insurance prior to the June 30, 2020.

**Appointed Member Vacancy:** The Board discussed the appointed Trustee vacancy on the Hawthorn Woods Police Pension Fund’s Board of Trustees and will contact the Mayor of the Village of

Hawthorn Woods to seek appointment to the Board for the vacant Trustee position. Further discussion will be held at the next regular meeting.

**ATTORNEY’S REPORT – REIMER & DOBROVOLNY PC:** Attorney LaBardi informed the Board that Gary Scharringhausen is currently in the process of filing QILDRO paperwork. Further discussion will be held at the next regular meeting.

*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 Samz and seconded by Trustee Tennant to adjourn the meeting at 11:54 a.m. Motion carried by roll call vote.

AYES: Trustees Samz, Viramontes and Tennant

NAYS: None

ABSENT: None

The next regular meeting is scheduled for December 1, 2020 at 11:00 a.m.



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Board President or Secretary

Minutes approved by the Board of Trustees on 12/16/20

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