



**MINUTES OF A REGULAR MEETING OF THE  
HAWTHORN WOODS POLICE PENSION FUND  
BOARD OF TRUSTEES  
DECEMBER 14, 2020**

A regular meeting of the Hawthorn Woods Police Pension Fund Board of Trustees was held via videoconference on Monday, December 14, 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 & LaBardi 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:** *August 18, 2020 Regular Meeting:* The Board reviewed the August 18, 2020 regular meeting minutes. A motion was made by Trustee Tennant and seconded by Trustee Viramontes to approve the August 18, 2020 regular meeting minutes with an amendment to the Actuarial Valuation's statutory minimum contribution as discussed. Motion carried by roll call vote.

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

**NAYS:** None

**ABSENT:** None

**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, 2020 prepared by L&A. As of October 31, 2020, the net position held in trust for pension benefits is \$5,439,612.18 for a change in position of \$513,832.86. 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, 2020 through October 31, 2020 for total disbursements of \$11,281.48. A motion was made by Trustee Tennant and seconded by Trustee Viramontes to accept the Monthly Financial Report as presented and to approve the disbursements shown on the Vendor Check Report in the amount of \$11,281.48. Motion carried by roll call vote.

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

**NAYS:** None

**ABSENT:** None

*Additional Bills, if any:* The Board reviewed IPPFA invoice #2890 in the amount of \$795 for 2021 membership dues. A motion was made by Trustee Viramontes and seconded by Trustee Tennant 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 September 30, 2020. As of September 30, 2020, the third quarter net return is 4.13% versus the third quarter account benchmark of 3.96%. The investment return for the quarter is \$216,556 for an ending market value of \$5,430,232. The current asset allocation is as follows: fixed income at 53.5%, equities at 45.3% and cash equivalents at 1.2%. 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:** *Affidavits of Continued Eligibility:* The Board noted that L&A mailed Affidavits of Continued Eligibility to all pensioners with the December payroll cycle and a due date of January 29, 2021. A status update will be provided at the next regular meeting.

**TRUSTEE TRAINING UPDATES:** The Board 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:* There were no trustee training registration fees or reimbursable expenses presented for approval.

**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:** *Appointed Member Vacancy:* The Board discussed the appointed Trustee vacancy on the Hawthorn Woods Police Pension Fund's Board of Trustees. Ms. York will follow up with 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.

**NEW BUSINESS:** *Review/Adopt – Municipal Compliance Report:* The Board reviewed the Municipal Compliance Report prepared by L&A. A motion was made by Trustee Viramontes and seconded by Trustee Samz to adopt the MCR as prepared and to authorize signatures by the Board President and Secretary. Motion carried by roll call vote.

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

*QILDRO – Gary Scharringhausen:* 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.

*Establish 2021 Board Meeting Dates:* The Board discussed establishing the 2021 Board meeting dates as February 16, 2021; May 18, 2021; August 17, 2021; and November 16, 2021 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 2021 Board meeting dates as stated. Motion carried by roll call vote.

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

*Discussion – 2021 Village Contribution:* The Board discussed the underfunding of the Hawthorn Woods Police Pension Fund by the Village of Hawthorn Woods and the intercept process. Further discussion will be held at the next regular meeting.

*Appointment of DOI Security Administrator:* The Board discussed the IDOI Security Administrator. A motion was made by Trustee Tennant and seconded by Trustee Viramontes to complete the Pension Fund Security Administration Authorization Form designating Trustee Samz as the IDOI Security Administrator for the Fund. Motion carried by roll call vote.

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

**ATTORNEY’S REPORT – REIMER DOBROVOLNY & LABARDI 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 Tennant and seconded by Trustee Viramontes to adjourn the meeting at 12:00 p.m. Motion carried by roll call vote.

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

The next regular meeting is scheduled for February 16, 2021 at 11:00 a.m.

---

Board President or Secretary

Minutes approved by the Board of Trustees on \_\_\_\_\_

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