

**MINUTES OF A REGULAR MEETING OF THE BOARD OF TRUSTEES
FRANKLIN PARK FIREFIGHTERS' PENSION FUND
July 26, 2016**

A regular meeting of the Board of Trustees of the Franklin Park Firefighters' Pension Fund was held on Tuesday, July 26, 2016 at 9:30 am in the Fire Station located at 10001 W. Addison Avenue, Franklin Park, IL pursuant to notice, to conduct regular business.

CALL TO ORDER: Trustee Tarasiuk called the meeting to order at 9:30 am.

ROLL CALL

PRESENT: Trustees Tony Tarasiuk, Jack Panzica, Dan Antioho and Ninfa Aguilar
ABSENT: Trustee Tommy Thomson
ALSO PRESENT: Christopher Caparelli and Stephanie Beranek, Marquette Associates; Board Attorney Rick Reimer, Reimer Dobrovolny & Karlson, LLC (RDK); Treasurer Frank Grieashamer, Village of Franklin Park; James Ritchie and Amanda Secor, Lauterbach & Amen, LLP (L&A)

PUBLIC COMMENT: None.

APPROVAL OF MINUTES: *April 26, 2016 Regular Meeting:* The Board reviewed the minutes from the April 26, 2016 regular meeting. A motion was made by Trustee Panzica and seconded by Trustee Tarasiuk to approve the minutes as written. Motion carried unanimously by voice vote.

SEMI ANNUAL REVIEW OF CLOSED SESSION MINUTES: The Board determined there were no closed session minutes to review.

ACCOUNTANT'S REPORT: James Ritchie presented the Monthly Financial Report prepared by Lauterbach & Amen, LLP to the Board for review. As of June 30, 2016, the plan net assets held in trust for pension benefits is \$25,579,156.07 with a change in position of -\$170,181.70 for the two month period. The Board reviewed the cash analysis, revenue and expense reports, member contributions, and the payroll journal. All questions were answered by Mr. Ritchie. A motion was made by Trustee Antioho and seconded by Trustee Panzica to accept the Monthly Financial Report as presented. Motion carried unanimously by voice vote.

2016 Audit Status: James Ritchie from Lauterbach & Amen presented the draft copy of the 2016 Annual Audit prepared by Lauterbach & Amen. A final report will be presented at the next regular meeting.

PRESENTATION AND APPROVAL OF BILLS: *Vendor Checks Report:* The Board reviewed the Vendor Checks Report for the period 04/01/2016 – 06/30/2016, for total disbursements in the amount of \$60,907.85. A motion was made by Trustee Tarasiuk and seconded by Trustee Panzica to approve the Vendor Checks Report as presented. Motion carried by roll call vote.

AYES: Trustees Tarasiuk, Panzica, Antioho and Aguilar
NAYS: None
ABSENT: Trustee Thomson

Additional Bills, if any: The Board reviewed the Fiduciary Liability Insurance Policy Renewal submitted by Mesirow Financial, effective 08/01/2016-08/01/2017. A motion was made by Trustee Tarasiuk and seconded by Trustee Anitoho to approve the Mesirow Financial insurance premium renewal in the amount of \$3,916. Motion carried by roll call vote.

AYES: Trustees Tarasiuk, Panzica, Antioho and Aguilar
NAYS: None
ABSENT: Trustee Thomson

INVESTMENT REPORT: *Marquette & Associates:* Christopher Caparelli from Marquette Associates presented the quarterly investment report, market update and performance summary for the period ending June 30, 2016. As of 06/30/2016, the total fund composite is \$25,479,560. The performance, net of fees, of the total fund composite for the quarter is 1.1%. The fiscal year to date investment return, net of fees, is 2.6%. The current asset allocation is as follows: Fixed Income at 42.1%, U.S. Equities at 35.4%, Non-U.S. Equities 13.9%, Real Estate 8.3%, and Cash 0.4. All questions were answered by Mr. Caparelli.

Potential purchase and/or sale of securities, re-balancing of asset allocations and hiring/termination of investment managers: Mr. Caparelli presented examples of two asset allocation models to the Board, in order to reduce the Fixed Income portion of the portfolio to the percentage mandated by the Illinois Department of Insurance. The Board directed Marquette & Associates to prepare proposals using both models, for Board consideration at the next regular meeting.

Review Investment Policy: No action taken.

COMMUNICATIONS AND REPORTS: *Actuary Valuation and GASB Disclosures:* Mr. Ritchie from Lauterbach & Amen distributed copies of the Lauterbach & Amen preliminary actuarial valuation, and reviewed the recommended contribution, actuarial liability and assumptions used to prepare the draft report. Mr. Ritchie also mentioned there is an outstanding balance for the GASB valuations from the previous year. L&A will need the balance to be settled before GASB valuations for this year can be completed. Treasurer Frank Grieshamer indicated that he would speak with the Village Comptroller, Ron Heller, in regards to payment. All questions were answered by Mr. Ritchie.

Affidavits of Continued Eligibility: L&A informed the Board that affidavits of continued eligibility were mailed out to all pensioners with the June payroll with a due date of July 29, 2016. An update will be provided at the next regular meeting.

Active Member File Maintenance Letters: The Board noted that L&A will be sending file maintenance letters to all active members in September. An update will be provided at the next regular meeting.

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

ADMISSIONS/WITHDRAWALS FROM FUND: There were no admissions to or withdrawals from the Fund at this time.

OLD BUSINESS: *Trustee Training:* The Board reviewed the updated Trustee Training Summary and discussed upcoming training opportunities. Trustees were reminded to submit all Certificates of Completion to Lauterbach & Amen for record keeping.

NEW BUSINESS: *Proposal for Actuarial Services:* The Board indicated they were no longer interested in solicitation of actuarial services.

Reciprocity – Brannon, Craig: The Board discussed the status of Craig Brannon’s reciprocity request. Mr. Brannon has received the calculation and must now decide if he wishes to continue with the service transfer.

ATTORNEY’S REPORT: *Rules and Regulations – Review/Discussion and Possible Amendments/Approval:* The Board determined that discussion regarding amendments to the Rules and Regulations of the Board should be tabled until the next regular meeting.

Legal Update: Mr. Reimer reviewed the RDK *Legal and Legislative Update* newsletter and discussed current legislation with the Board.

CLOSED SESSION: There were no items to be discussed in closed session.

ADJOURNMENT: A motion was made by Trustee Tarasiuk and seconded by Trustee Antioho to adjourn the meeting at 10:34 am. Motion carried unanimously by voice vote.

The next regular Board meeting is scheduled for Tuesday, October 25, 2016, at 9:30 am.

Respectfully submitted,

_____ Date approved by Board: _____
Tony Tarasiuk, Board Secretary

Minutes prepared by Amanda Secor, Pension Services Administrator