

**MINUTES OF A REGULAR MEETING OF THE BOARD OF TRUSTEES
FRANKLIN PARK POLICE PENSION FUND
October 25, 2016**

A regular meeting of the Board of Trustees of the Franklin Park Police Pension Fund was held on Tuesday, October 25, 2016 at 5:00 p.m., at the Franklin Park Police Station in the Community Room located at 9451 W. Belmont Avenue, Franklin Park, IL, pursuant to notice, to conduct regular business.

CALL TO ORDER: Trustee Witnik called the meeting to order at 5:00 p.m.

ROLL CALL

PRESENT: Trustees Steve Witnik, Richard Viken, Robert Jensen, Jim Winje and Jason Waychoff

ABSENT: None

ALSO PRESENT: Daniel Antioho, Antioho Investment Planning Group, LLC; Treasurer Frank Grieshamer, Village of Franklin Park; James Ritchie and Amanda Secor, Lauterbach & Amen, LLP (L&A)

PUBLIC COMMENT: There was no public comment.

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

ACCOUNTANT'S REPORT: *Monthly Financial Report:* James Ritchie presented the Monthly Financial Report prepared by Lauterbach & Amen, LLP to the Board for review. As of September 30, 2016, the plan net assets held in trust for pension benefits is \$24,408,074.22 with a change in position of \$929,439.42 for the five month period ended 09/30/2016. 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 Witnik and seconded by Trustee Winje to accept the Monthly Financial Report as presented. Motion carried unanimously by voice vote.

2016 Annual Audit Approval: Mr. Ritchie presented the final copy of the 2016 Annual Audit prepared by Zabinski Consulting. A motion was made by Trustee Witnik and seconded by Trustee Viken to accept the final audit report as presented by Mr. Ritchie. Motion carried by roll call vote.

AYES: Trustees Witnik, Viken, Jensen, Winje and Waychoff

NAYS: None

ABSENT: None

PRESENTATION AND APPROVAL OF BILLS: *Vendor Checks Report:* The Board reviewed the Vendor Checks Report for the period 07/01/2016 – 09/30/2016 for total disbursements in the amount of \$36,062.45. A motion was made by Trustee Witnik and seconded by Trustee Jensen to approve the Vendor Checks Report as presented. Motion carried by roll call vote.

AYES: Trustees Witnik, Viken, Jensen, Winje and Waychoff

NAYS: None

ABSENT: None

Additional bills: The following requests were presented for reimbursement:

Trustee Jensen for expenses incurred at the IPPFA fall conference in the amount of \$881.74.

Trustee Witnik for expenses incurred at the IPPFA fall conference in the amount of \$601.19.

Trustee Waychoff for expenses incurred at the IPPFA fall conference in the amount of \$612.17.

Trustee Viken expenses incurred at the IPPFA fall conference in the amount of \$824.99.

A motion was made by Trustee Jensen and seconded by Trustee Viken to remit payment for reimbursement to each Trustee in the aforementioned amounts. Motion carried by roll call vote, with each Trustees abstaining from his own reimbursement.

AYES: Trustees Witnik, Viken, Jensen, Winje and Waychoff
NAYS: None
ABSENT: None

A motion was made by Trustee Witnik and seconded by Trustee Viken to remit payment to Zabinski Consulting Services for invoice #2729 in the amount of \$3,300, for the audit services for the fiscal year ending 4/30/16. Motion carried by roll call vote.

AYES: Trustees Witnik, Viken, Jensen, Winje and Waychoff
NAYS: None
ABSENT: None

A motion was made by Trustee Viken and seconded by Trustee Waychoff to remit payment to Boyd-Watterson for invoice #44945 in the amount of \$6,256, for the quarterly management fee (period 10/1/16 – 12/31/16). Motion carried by roll call vote.

AYES: Trustees Witnik, Viken, Jensen, Winje and Waychoff
NAYS: None
ABSENT: None

APPLICATION FOR RETIREMENT AND DISABILITY BENEFITS: There are no applications for retirement or disability benefits.

ADMISSIONS/WITHDRAWALS FROM FUND: *New Hire – McCroary, James:* The Board reviewed the Application for Admission to the Pension Fund of James McCroary. The applicant was hired September 16, 2016 as a Tier II participant with no prior creditable service. A motion was made by Trustee Witnik and seconded by Trustee Viken to accept the membership application of James McCroary to the Franklin Park Police Pension Fund. Motion carried unanimously by voice vote.

Withdrawal – Palacios, Brian: The Board acknowledged the resignation of Officer Brian Palacios, effective August 20, 2016. The member has not submitted a request for a refund of contribution at this time. The Board directed L&A to send Mr. Palacios correspondence regarding his refund options.

COMMUNICATIONS AND REPORTS: *Final Approval of Actuarial Report and Tax Levy Request:* The Board reviewed the finalized Actuarial Valuation prepared by L&A. Based on data and assumptions, the current actuarial valuation is \$60,333,269 and the recommended contribution amount is \$2,391,504, which is a \$308,016 increase from the prior year's recommended contribution. The statutory minimum contribution requirement is \$2,348,304. All questions were answered by Mr. Ritchie. A motion was made by Trustee Jensen and seconded by Trustee Viken to adopt the proposed tax levy amount based on the recommended contribution amount of \$2,391,504. Motion carried by roll call vote.

AYES: Trustees Witnik, Viken, Jensen, Winje and Waychoff
NAYS: None
ABSENT: None

Review/Approve Municipal Compliance Report: The Board reviewed the Municipal Compliance Report prepared by L&A. Board President Witnik stated he will present the Municipal Compliance Report signed by himself and Board Secretary Jensen, to the Village in addition to the Tax Levy Request letter.

IDOI Annual Statement: Mr. Ritchie informed the Board that the Annual Statement has been filed with the Illinois Department of Insurance. No further action is required.

Trustee Training: The Board reviewed the Trustee Training Summary and discussed upcoming training opportunities. Trustees were reminded to submit all certificates to L&A for record keeping.

Legal Update: The Board reviewed copies of Reimer, Dobrovolny & Karlson, LLC *Legal and Legislative Update* newsletter.

OLD BUSINESS: *Disability Application of Officers Carli Jr., Norman and Sardo, Christopher:* Trustee Witnik informed the Board that a Motion for Leave to Intervene was received from the Village attorney, to intervene in the matters of Mr. Carli's and Mr. Sardo's applications for disability. A date for a special meeting/hearing will be scheduled to determine if the Village will be permitted to intervene, as correspondence between the Village and the applicants' attorneys is obtained.

Approve QILDRO - Kolden, Ronald: The Board determined that all documentation has been reviewed and approved by Board Attorney Reimer. A motion was made by Trustee Witnik and seconded by Trustee Viken to approve the QILDRO for Ronald Kolden. Motion carried by roll call vote.

AYES:	Trustees Witnik, Viken, Jensen, Winje and Waychoff
NAYS:	None
ABSENT:	None

Affidavits of Continued Eligibility: L&A informed the Board that affidavits of continued eligibility have been received. The Board was given the original documents to retain for their records.

NEW BUSINESS: *Establish 2017 Meeting Dates:* The Board determined they will maintain the meeting dates on the last Tuesday of the month, as follows:

Tuesday, January 31, 2017
Tuesday, April 25, 2017
Tuesday, July 25, 2017
Tuesday, October 31, 2017

All meetings will be held at 9451 Belmont Ave. Franklin Park, IL at 5:00 p.m.

Storage/Destruction of Pension Fund Accounting Records: Mr. Ritchie informed the Board that L&A would be converting to paperless record retention, and that boxes containing the pension fund's prior accounting records were available for the Board's retention or destruction. Trustee Witnik and Trustee Jensen stated they would look through the documents in order to determine future action.

INVESTMENT REPORT: *Antioho Investment Planning Group, LLC:* Mr. Antioho distributed the Quarterly Investment Report for the third quarter of 2016 for the Board to review. The ending market value of the Fund as of 09/30/2106 is \$24,231,235.61. The total Fund performance for the year-to-date was 5.64%, and 2.2% for the third quarter. The portfolio allocation as of 09/30/2016 is: Domestic Equities 40.1%; International Equities 8.2%; Fixed Income and Cash 46.1%; and Real Estate 5.6%.

Potential Purchase and/or Sale of Securities, Re-balancing of Asset Allocations and Hiring/Termination of Investment Managers: There are none at this time.

Review and Revision of Tax Identification Number: Mr. Antioho stated that the issue of the invalid tax identification number for the Fund has been resolved. No further action is required.

Proposal – International Small Cap Manager: The Board determined the proposal would be tabled until the next regular meeting.

CLOSED SESSION: There was no closed session.

ADJOURNMENT: A motion was made by Trustee Viken and seconded by Trustee Jensen to adjourn the meeting at 5:59 p.m. Motion carried unanimously by voice vote.

The next regular Board meeting is scheduled for Tuesday, January 31, 2017, at 5:00 p.m.

Respectfully submitted,

Robert Jensen, Pension Board Secretary

Date approved by Board _____

Minutes prepared by Amanda Secor, Pension Services Administrator