

PARK RIDGE POLICE PENSION FUND

BOARD OF TRUSTEES

OCTOBER 17, 2023 REGULAR QUARTERLY MEETING MINUTES

Pursuant to public notice, a regular quarterly meeting of the Board of Trustees of the Park Ridge Police Pension Fund was held on October 17, 2023, at 1000 a.m. at City Hall, 505 Butler Place, Park Ridge, IL.

1. Call to Order

Trustee Moehrlin called the meeting to order at 1002 hours.

2. Roll Call

Roll call was taken. Present were Trustees Jon Moehrlin, Ruth Hahn, Michael Malatesta, and Rodney Cavender. Trustee Jeff Hejza was not in attendance.

Also in attendance were Brian LeFevre from Sikich LLP, Charles Atwell (Board Attorney), Nate Giacalone - City Asst. Finance Director, and Sarah Hayes - Police Administrative Assistant

3. Public Comment – Limited to 3 Minutes per Comment

None

4. Old Business

None

5. Approval of Meeting Minutes

a. Regular Meeting Minutes of July 18, 2023

The minutes from the previous quarterly meeting held on July 18, 2023 were reviewed. Trustee Malatesta made a motion to approve the minutes, and Trustee Moehrlin seconded the motion. All were in favor.

b. Special Meeting Minutes, as necessary

None

c. Semi-Annual Review of Closed Session Meeting Minutes, as necessary

None

6. New Business

a. Consolidation Transfer - Update/IPOPIF

No update on IPOPIF.

Jon Moehrlin reported that he met with a Chase Bank representative today and that all the investments have now been transferred from Morgan Stanley to Chase Bank. Brian LeFevre stated that all the accounts are set up and the process is going well.

b. Mayoral appointed position

Trustee Moehrlin reported that he will contact the Mayor regarding his decision on selecting a Trustee for the next 2-years. Trustee Hejza wishes to be re-elected and will remain on the board until a trustee has been appointed. Jon will do the election for next year's 2-year terms.

c. Set dates for next year's meetings

Trustee Cavender made a motion to approve the following dates be set for next year's meeting.

January 16, 2024, at 1000am

April 16, 2024, at 1000am

July 16, 2024, at 1000am

October 15, 2024, at 1000am

Trustee Hahn seconded the motion. A roll call vote was taken: "Ayes" – Moehrlin, Cavender, Malatesta, and Hahn. "Nays" – None.

7. Applications for Membership/Withdrawals/Special contributions to/from Fund

*a. Contribution Refunds, as necessary – **Farley***

Trustee Moehrlin reported that Sikich did refund calculations for Farley and returned the results to Lauterbach & Amen. Farley needs to decide if he wants to buy back his time. With portability, he can choose to spread his payments over many years.

*b. Applications for Membership, as necessary – **Alexander***

Trustee Moehrlin reported that he has paperwork for H. Alexander who is still at the academy and will accept him into the fund on completion.

c. Special Contributions, as necessary

None

8. Application for Retirement/Disability Benefits

a. Approve Regular Retirement Benefits, as necessary

None

b. Disability Application Status Update, as necessary

None

*c. Deceased Pensioner, as necessary - **Sciarra***

Trustee Moehrlin stated that L. Sciarra was overpaid \$9,000 and Attorney Atwell announced that on July 21st he provided check stubs to the deceased member's attorneys, and they indicated that they would pay back the pension board consequently. Attorney Atwell will continue to follow up on the matter and will report back at the next meeting.

*d. **** Polk surviving spouse of Paul Polk*

Paul Polk had a death benefit with the Illinois Police Officers Association. Trustee Moehrlin had the city sign off on Polk's date of retirement and he signed on behalf of the board that Polk was a pensioner in order for his surviving spouse to receive benefits.

9. Communication and Reports

a. *Trustee Training Update*

Trustees Moehrlin, Trustee Cavender, and Trustee Hahn attended the IPPFA conference and have completed IPPFA Training.

Trustee Hahn will be completing Trustee training in December.

10. Accountant's Report – Sikich, LLP

a. *Monthly Financial Report*

Brian LeFevre from Sikich presented the Compilation Report for the eight months ended August 31, 2023. There is a total of \$1.84 million in cash and the value of Park Ridge Police Pension Fund's share of the Consolidated IPOPIF is \$62.7 million. Accounts Payable amount of \$10,099 is for uncashed checks issued to D. Olesky. Monthly pension expenses are \$382,895.

The pension fund no longer needs to pay a compliance fee for audits to the Department of Insurance because IPOPIF is now issuing requests for proposals from CPA firms in order to decide who to engage to do the audit for the fund. Every fund needs to be audited once every 3 years.

Brian reported that there was a net increase for the eight months ended August 31, 2023, of \$4.68 million. Cook County has announced the 2nd installment of property tax is due December 1st, 2023.

Attorney Atwell will send a letter to the city council asking for the contributions being requested today by the board. Cash Projections were discussed.

Brian went over the Disbursement Warrant for the time period of June 30, 2023, through September 30, 2023, which totaled \$1.17 million. Trustee Cavender made a motion to approve the Disbursement Warrant and Trustee Malatesta seconded the motion. A roll call vote was taken: "Ayes" – Moehrlin, Cavender, Malatesta, and Hahn. "Nays" – None.

b. *Presentation and Approval of Bills*

None

c. *Additional Bills, as necessary*

Atwell & Atwell Law invoices have been received and are sent for processing.

d. *Annual Statement – Department of Insurance (DOI)*

The annual compliance for the Department of Insurance Annual Statement is due. Trustee Malatesta made a motion to ratify the filing of the DOI annual statement and Trustee Hahn seconded the motion.

A roll call vote was taken: "Ayes" – Moehrlin, Cavender, Malatesta, and Hahn. "Nays" – None.

e. *Chase Checking Account Update Board to Decide Min-Max Balances*

Brian LeFevre from Sickich recommends moving \$400,000 into the Chase Checking account on a monthly basis in order to cover pension benefits. Sickich recommends keeping a minimum balance of \$800,000 and a maximum balance of \$900,000 in the Chase Checking account in order to have enough funds to pay benefits but not too much so that any unused funds are being invested.

Property taxes are also received into the checking account, but it is not on a regular basis. Discussion ensued.

Trustees Moehrlin and Trustee Hahn will approve the transfer of funds in the ECFM system in IPOPIF, in order for Sikich to be able to move funds between the Investment account and the Chase Checking account. Anna Cadamus from Sikich will set them up in the ECFM system. State Street Bank and Trust is the custodian for IPOPIF.

Trustee Cavender motions to approve a monthly payment from IPOPIF of \$400,000 to the Chase Account and to keep an \$800,000 minimum balance there. If the balance goes above \$900,000 it will be rebalanced back to \$800,000. Trustee Hahn seconded the motion.

A roll call vote was taken: “Ayes” – Moehrlin, Cavender, Malatesta, and Hahn. “Nays” – None.

f. Affidavit Update

Brian reported that the first affidavit was sent on April 27th and the second was sent on July 25th.

Pensioners N. Krier, D. Olesky, G. Taylor, and K. Wisniewski have not responded. Discussion ensued.

A third request will be sent to D. Olesky. Trustee Moehrlin will follow up with the other 3 pensioners.

11. Actuarial Report, as necessary

a. Municipal Compliance Report

The Municipal Compliance Report was discussed in detail.

R. Cavender made a motion to approve the Municipal Compliance Report year ended December 31, 2022, and to approve a request for the annual contribution of \$2,931,955 from the City of Park Ridge. Trustee Hahn seconded the motion. A roll call vote was taken: “Ayes” – Moehrlin, Cavender, Malatesta, and Hahn. “Nays” – None.

Attorney Atwell will send a copy of the actuarial report and the signed Municipal Compliance Report to the City of Park Ridge.

12. Attorney’s Report – Atwell & Atwell

a. Legal Updates

Attorney Atwell reported that in regard to the consolidation litigation, the briefs have been filed with the Illinois Supreme Court and will wait to hear once a ruling is made.

13. Investment Report

a. Quarterly Investment Performance Report

None

14. Closed Session, as necessary

None

15. Adjournment – Roll Call

Trustee Hahn made a motion to adjourn the meeting at 1105 hours and Trustee Cavender seconded the motion. A roll call vote was taken: “Ayes” – Moehrlin, Cavender, Malatesta, and Hahn. “Nays” – None.