

# PARK RIDGE POLICE PENSION FUND

## BOARD OF TRUSTEES

### OCTOBER 18, 2022 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 18, 2022 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 1012 hours.

2. Roll Call

Roll call was taken. Present were Trustees Jon Moehrlin, Rodney Cavender, and Jeff Hejza. Trustees Michael Malatesta and Greg Orta were not present.

Also in attendance were Brian LeFevre from Sikich LLP, Mary Tomanek from Graystone Consulting, Charles Atwell (Board Attorney), Chris Lipman, City Finance Director, Sue Tunzi, Police Administrative Assistant, Detective Lenny Garcia, and Detective Jeff Koller.

3. Public Comment – Limited to 3 Minutes per Comment

Detective Lenny Garcia and Detective Jeff Koller attended the meeting. Lenny Garcia had a question regarding the pensionable stipends and wanted clarification. The stipends are received quarterly, on top of your salary. Currently, only Evidence Technicians (ET) stipends are added to the final salary upon retirement. All other stipends, do not get added to the final salary. Detective John Dorner recently retired as a detective and his detective stipend was not included in his pension. Discussion ensued. Brian LeFevre recommended to have Finance do the research on all of the stipends to see if they are pensionable and report back at the January meeting.

4. Old Business

None

5. Approval of Meeting Minutes

a. *Regular Meeting Minutes of July 19, 2022*

The minutes from the previous quarterly meeting held on July 19, 2022 were reviewed. Trustee Cavender made a motion to approve the minutes and Trustee Hejza seconded the motion. A roll call vote was taken: “Ayes” – Cavender, Hejza, and Moehrlin. “Nays” – None.

b. *Special Meeting Minutes, as necessary*

None

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

None

6. New Business

Chris Lipman stated that the City needs the Pension Contributions for 2023, and Brian LeFevre responded that the Municipal Compliance Report is the formal document to provide the City.

Trustee Cavender made a motion to approve the Municipal Compliance Report in the amount of \$2,453,643.00, dated October 18, 2022, and Trustee Cavender seconded the motion. A roll call vote was taken: “Ayes” – Cavender, Hejza, and Moehrlin. “Nays” – None.

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

a. *Contribution Refunds, as necessary*

None

b. *Applications for Membership, as necessary*

Trustee Moehrlin announced that Officer Andrea Franco started a month ago and is in the academy. It was decided to wait to accept her into the fund until after she graduates, and put it on the agenda for January.

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 (Sciara)*

Brian LeFevre asked if anything has been done to recover the overpayment of approximately \$9,000.00 for Louis Sciara. Records show that he died on November 3, 2021 and was paid through the end of December. Attorney Atwell responded that some attempt should be made to recover this. Trustee Moehrlin will follow-up with Trustee Orta who was looking into it, and this will be put on the agenda for the next meeting.

9. Communication and Reports

a. *Trustee Training Update*

Trustee Moehrlin announced that he, Trustee Orta, and Trustee Cavender recently went to the conference, and completed their training for the year. He also stated that he received Trustee Hejza’s certificate for training.

Trustee Moehrlin added that board elections are coming up, and the board will also need to choose meeting dates for next year. Discussion ensued, and the following meeting dates were chosen: January 17, 2023, April 18, 2023, July 18, 2023, and October 17, 2023, all at 10:00 am.

Trustee Cavender made a motion to schedule the 2023 Board meeting dates for January 17, 2023, April 18, 2023, July 18, 2023, and October 17, 2023 and Trustee Hejza seconded the motion. A roll call vote was taken: “Ayes” – Cavender, Hejza, and Moehrlin. “Nays” – None.

10. Accountant's Report – Sikich, LLP

a. *Monthly Financial Report*

Brian LeFevre from Sikich presented the Compilation Report for the first eight months of the fiscal year ending August 31, 2022, which reflected a decrease of \$11.1 million. The Expense Report for the current month of August, for the pension was \$369,897.44. He stated that just the first half of property taxes came in because Cook County has not yet finished the tax extension and therefore, has not sent out the tax bills. Brian went over the Cash Projection Report to help with consolidation and discussion ensued on how much money should be retained to cover the expenses while the assets are frozen, and what transfers will need to be made through Mary Tomanek from Graystone Consulting for the fund. It was discussed that Park Ridge will be set up for the December 1<sup>st</sup> tranche. Trustee Moehrlin and Chris Lipman will need to set up a bank account for the board within the next week.

Trustee Hejza made a motion to instruct Graystone Consulting to liquidate \$1.3 million from CS McKee and move a total of \$2.5 million into the money market account, and Trustee Cavender seconded the motion. A roll call vote was taken: "Ayes" – Cavender, Hejza, and Moehrlin. "Nays" – None.

Trustee Hejza made a motion to fully liquidate the Vanguard Treasury Money Market fund in the approximate value of \$1.019 million and transfer the money to Morgan Stanley, Trustee Cavender seconded the motion. A roll call vote was taken: "Ayes" – Cavender, Hejza, and Moehrlin. "Nays" – None.

Brian stated that the last page of the Compilation Report is the Disbursement Warrant totaling \$1,148,515.15. Trustee Cavender made a motion to accept the Compilation Report dated August 31, 2022 and also the Disbursement Warrant in the amount of \$1,148,515.15, and Trustee Hejza seconded the motion. A roll call vote was taken: "Ayes" – Cavender, Hejza, and Moehrlin. "Nays" – None.

b. *Presentation and Approval of Bills*

None

c. *Additional Bills, as necessary*

*DOI Compliance Fee*

None

d. *Consolidation and Cash Management*

Richard White, the Executive Director of IPOPIF joined the meeting via phone. Brian LeFevre stated that at the last quarterly meeting on July 19<sup>th</sup>, the resolution was approved for the authorized agents. The records however, indicate that they did not receive Exhibit A and B. Exhibit B is for all of the investment managers and custodians in order to share the asset data with State Street Bank and Trust. The board will email Exhibit A and B to both IPOPIF and Richard White, and he will forward it to the custodian.

Richard White went through the cash management process and what needs to be done. Brian stated that the board is going to need to create a bank account prior to the next meeting and once the assets are moved, they will be frozen for 60 days. He will make a recommendation of how much cash the board should direct Mary Tomanek from Graystone to move so that there is enough cash in the local bank account. It was noted that the tax money has not come in yet. Discussion ensued, and Brian

recommended to consider having two authorized agents from the board to be initiators and approvers and a separate person, Ana Cadmus from Sikich to be an initiator.

Trustee Cavender made a motion to approve Trustee Moehrlin and Trustee Orta as both initiators and approvers for the Cash Management, and add Ana Cadmus as an initiator, and Trustee Hejza seconded the motion. A roll call vote was taken: “Ayes” – Cavender, Hejza, and Moehrlin. “Nays” – None.

*e. Olesky checks that have not cleared as of 09/30*

Brian reported that none of the checks sent to Donna Olesky in June have been cashed yet. Trustee Moehrlin will call to follow-up.

11. Actuarial Report, as necessary

None

12. Attorney’s Report – Atwell & Atwell

*a. Legal Updates*

Attorney Atwell has nothing further to report.

*b. Consolidation Update*

Attorney Atwell reported that the briefs were filed by the plaintiffs’ counsel in the Second District Illinois Appellate Court two weeks ago, and will wait to see what happens.

13. Investment Report – Graystone Consulting

*a. Quarterly Investment Performance Report*

Mary Tomanek from Graystone Consulting had nothing further to report. Trustee Hejza thanked Mary for all her service to the Board.

*b. Review of Investment Policy and Amendments, as necessary*

None

14. Closed Session, as necessary

None

15. Adjournment – Roll Call

Trustee Hejza made a motion to adjourn the meeting at 1207 hours and Trustee Moehrlin seconded the motion. A roll call vote was taken: “Ayes” – Cavender, Hejza, and Moehrlin. “Nays” – None.