

**MINUTES OF A REGULAR MEETING OF THE LIBERTYVILLE FIREFIGHTERS'  
PENSION FUND BOARD OF TRUSTEES  
AUGUST 19, 2019**

A regular meeting of the Libertyville Firefighters' Pension Fund Board of Trustees was held on Monday, August 19, 2019 at 8:30 a.m. at the Fire Department Headquarters located at 1551 N. Milwaukee Avenue, Libertyville, Illinois 60048, pursuant to notice.

**CALL TO ORDER:** Trustee Zamor called the meeting to order at 8:30 a.m.

**ROLL CALL:**

**PRESENT:** Trustees Robert Zamor, Nick Mostardo, Brian Conner and Cory Conner  
**ABSENT:** Trustee Richard Carani  
**ALSO PRESENT:** Attorney Rick Reimer, Reimer & Dobrovolny PC; Mary Nye, AndCo Consulting; Ashley Wraight, Lauterbach & Amen, LLP (L&A); Mike Zurek, Nyhart

**PUBLIC COMMENT:** There was no public comment.

**APPROVAL OF MEETING MINUTES:** *May 20, 2019 Regular Meeting:* The Board reviewed the May 20, 2019 regular meeting minutes. A motion was made by Trustee Brian Conner and seconded by Trustee Mostardo to approve the May 20, 2019 regular meeting minutes as written. Motion carried unanimously by voice vote.

*Semi-Annual Review of Closed Session Meeting Minutes:* There were no closed session meeting minutes for review.

**NEW BUSINESS:** *Certify Board Election Results – Active Member Position:* L&A conducted a special election for the active member position on the Libertyville Firefighters' Pension Fund Board of Trustees that was previously held by Michael Stanek. The Board noted that 34 ballots were received and 34 ballots were counted. The active member special election results are as follows: 24 votes for Cory Conner and 10 votes for Steven Shaffer. Cory Conner was elected as the active member on the Board of Trustees for the unexpired three-year term expiring April 30, 2022. A motion was made by Trustee Brian Conner and seconded by Trustee Mostardo to certify the special election results. Motion carried unanimously by voice vote.

**ACCOUNTANT'S REPORT – LAUTERBACH & AMEN, LLP:** *Monthly Financial Report:* The Board reviewed the Monthly Financial Report for the two-month period ending June 30, 2019 prepared by L&A. As of June 30, 2019, the net position held in trust for pension benefits is \$32,265,258.15 for a change in position of \$730,547.12. The Board also reviewed the Cash Analysis Report, Revenue Report, Expense Report, Member Contribution Report and Payroll Journal. A motion was made by Trustee Brian Conner and seconded by Trustee Mostardo to accept the Monthly Financial Report as presented. Motion carried unanimously by voice vote.

*Presentation and Approval of Bills:* The Board reviewed the Vendor Check Report for the period April 1, 2019 through June 30, 2019 for total disbursements of \$111,940.27. A motion was made by Trustee Brian Conner and seconded by Trustee Mostardo to approve the disbursements shown on the Vendor Check Report in the amount of \$111,940.27. Motion carried by roll call vote.

**AYES:** Trustees Zamor, Mostardo, Brian Conner and Cory Conner  
**NAYS:** None  
**ABSENT:** Trustee Carani

*Additional Bills, if any:* The Board reviewed the Reimer & Dobrovlny PC invoice #25196 in the amount of \$1,589.57 for legal services. A motion was made by Trustee Brian Conner and seconded by Trustee Mostardo to approve the additional bill as presented. Motion carried by roll call vote.

AYES: Trustees Zamor, Mostardo, Brian Conner and Cory Conner  
NAYS: None  
ABSENT: Trustee Carani

**INVESTMENT REPORT – ANDCO CONSULTING:** *Investment Performance Report:* Ms. Nye presented the Investment Performance Report and discussed the long-term market value of the fund, along with the risk-reward analysis and current and projected market conditions. Ms. Nye reviewed the Investment Report for the period ending June 30, 2019. As of June 30, 2019, the market value of the portfolio is \$31,752,059 and the return on investment is \$974,820 for the quarter. The portfolio composition is 31.5% in domestic equities, 13.0% in developed markets equity, 2.6% in emerging markets equity, 4.7% in equity REIT, 40.9% in domestic fixed income, 3.3% in global fixed income and 4.0% in cash and equivalent. Current asset allocations within the equity and fixed income funds were reviewed, as well as individual fund performance and investment fees. All questions were answered by Ms. Nye.

*The Board took a recess at 9:35 a.m. and reconvened at 9:40 a.m.*

The Board noted that a special meeting will be held on September 27, 2019 at 8:30 a.m. to discuss investment matters, Trustee training opportunities and miscellaneous Pension Fund items.

*Asset Allocation Study:* Ms. Nye presented the Asset Allocation Study to the Board. The Board choose the Asset Allocation Mix 3 as follows: 3% US Mid Cap, 7% US Small Equity, 15% International/EAFE Equity, 5% Emerging Markets Equity and 35% Aggregate Bond with the amendments of 27% US Large Cap and 8% US Core Real Estate.

A motion was made by Trustee Mostardo and seconded by Trustee Brian Conner to approve the Investment Performance Report as presented. Motion carried unanimously by voice vote.

*Review/Update Investment Policy:* This item was tabled until the next regular meeting.

**APPLICATIONS FOR MEMBERSHIP/WITHDRAWALS FROM FUND:** *Application for Membership – Frank Palermo:* The Board reviewed the Application for Membership submitted by Frank Palermo. A motion was made by Trustee Mostardo and seconded by Trustee Brian Conner to accept Frank Palermo into the Libertyville Firefighters' Pension Fund effective July 16, 2019, as a Tier II participant upon submission of the completed application for membership. Motion carried unanimously by voice vote.

**APPLICATIONS FOR RETIREMENT/DISABILITY BENEFITS:** *Approve Regular Retirement Benefit – Gregory Gratz:* The Board reviewed the regular retirement benefit calculation for Gregory Gratz prepared by L&A. Lieutenant Gratz had an entry date of August 1, 1989, retirement date of August 2, 2019, effective date of pension of August 3, 2019, 59 years of age at date of retirement, 30 years of creditable service, applicable salary of \$118,607, applicable pension percentage of 75%, amount of originally granted monthly pension of \$7,412.94 and amount of originally granted annual pension of \$88,955.28. A motion was made by Trustee Brian Conner and seconded by Trustee Cory Conner to approve Gregory Gratz's regular retirement benefit calculated by L&A. Motion carried by roll call vote.

AYES: Trustees Zamor, Mostardo, Brian Conner and Cory Conner  
NAYS: None  
ABSENT: Trustee Carani

*Approve Regular Retirement Benefit – Jeffrey Schmidt:* The Board reviewed the regular retirement benefit calculation for Jeffrey Schmidt prepared by L&A. Lieutenant Schmidt had an entry date of January 18, 1999, retirement date of May 29, 2019, effective date of pension of May 30, 2019, 62 years of age at date of retirement, 20 years and 4 months of creditable service, applicable salary of \$118,606, applicable pension percentage of 50.83%, amount of originally granted monthly pension of \$5,024.28 and amount of originally granted annual pension of \$60,291.36. The Board noted that Jeffrey Schmidt's draft of his regular retirement benefit was approved subject to confirmation of the final salary at the May 20, 2019 meeting and noted in the minutes.

**OLD BUSINESS:** There was no old business to discuss.

**NEW BUSINESS (CONTINUED):** *Board Officer Elections – President & Secretary:* The Board discussed Board Officer Elections and nominated the slate of Officers as follows: Trustee Zamor as President and Trustee Brian Conner as Secretary. A motion was made by Trustee Mostardo and seconded by Trustee Cory Conner to elect the slate of Officers as stated. Motion carried unanimously by voice vote.

*FOIA & OMA Designee:* The Board discussed maintaining Trustee Carani as the FOIA Officer and OMA Designee. A motion was made by Trustee Brian Conner and seconded by Trustee Mostardo to maintain Trustee Carani as the FOIA Officer and OMA Designee. Motion carried unanimously by voice vote.

*Status of Actuarial Valuation:* The Board reviewed the Actuarial Valuation prepared by Nyhart. Based on data and assumptions, the recommended municipal contribution is \$1,467,421. A motion was made by Trustee Mostardo and seconded by Trustee Brian Conner to accept the Actuarial Valuation as prepared and to request a tax levy in the amount of \$1,467,421 from the Village of Libertyville Board of Trustees based on the recommended amount stated in the Actuarial Valuation prepared by Nyhart. Motion carried by roll call vote.

AYES: Trustees Zamor, Mostardo, Brian Conner and Cory Conner  
NAYS: None  
ABSENT: Trustee Carani

*IDOI Annual Statement:* The Board noted that the IDOI Annual Statement is in process and the final report will be sent to the Board for review upon completion.

**TRUSTEE TRAINING UPDATES:** The Board reviewed the Trustee Training Summary and 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:* The Board discussed registering Trustee Cory Conner for the 32-hour IPPFA online Certified Trustee Program. A motion was made by Trustee Brian Conner and seconded by Trustee Mostardo to approve registration and payment for Trustee Cory Conner's required 32-hour Trustee training as discussed. Motion carried by roll call vote.

AYES: Trustees Zamor, Mostardo, Brian Conner and Cory Conner  
NAYS: None  
ABSENT: Trustee Carani

**COMMUNICATIONS AND REPORTS:** *Affidavits of Continued Eligibility:* The Board noted that L&A mailed Affidavits of Continued Eligibility with the June payroll cycle and a due date of July 31, 2019. To date, one affidavit remains outstanding. L&A mailed a second request to the outstanding pensioner and status updates will be provided as they become available.

*Active Member File Maintenance:* The Board noted that L&A will prepare Active Member File Maintenance letters for distribution to all active members requesting any additional pension file documents.

**ATTORNEY'S REPORT – REIMER & DOBROVOLNY PC:** *Legal Updates:* The Board reviewed the *Legal and Legislative Update* quarterly newsletter. Attorney Reimer discussed recent court cases and decisions, as well as general pension matters with the Board.

*Review/Update – Rules and Regulations:* This item was tabled until the next regular meeting

Attorney Reimer noted that Michael Stanek's disability application and medical records have been received and is waiting for the subpoena to obtain injury reports from the Libertyville Fire Department. Mr. Stanek's three Independent Medical Examinations will be scheduled following receipt of the injury reports. Further discussion will be held at the next regular meeting.

*Annual Independent Medical Examination – Matthew Martin:* The Board reported that Matthew Martin was examined by Dr. Hudgins and the examination determined that he remains disabled at this time. A motion was made by Trustee Mostardo and seconded by Trustee Cory Conner to continue the disability benefits of Matthew Martin based on a finding that he remains disabled and subject to further annual examinations until age 50. Motion carried by roll call vote.

AYES: Trustees Zamor, Mostardo, Brian Conner and Cory Conner

NAYS: None


ABSENT: Trustee Carani

**BOARD OFFICERS' REPORT:** There were no Board Officers' reports.

**CLOSED SESSION, IF NEEDED:** There was no need for closed session.

**ADJOURNMENT:** A motion was made by Trustee Mostardo and seconded by Trustee Cory Conner to adjourn the meeting at 11:10 a.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for November 18, 2019 at 8:30 a.m.

  
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Board President or Secretary

Minutes approved by the Board of Trustees on 11/18/19

*Minutes prepared by Ashley Wraight, Pension Services Administrator, Lauterbach & Amen, LLP*