

**MINUTES OF A REGULAR MEETING OF THE EAST JOLIET FPD FIREFIGHTERS'
PENSION FUND BOARD OF TRUSTEES
MONDAY, AUGUST 7, 2017**

A regular meeting of the East Joliet FPD Firefighters' Pension Fund Board of Trustees was held on Monday, August 7, 2017 at 10:00 am at the East Joliet Fire Protection District located at 911 S. Briggs Street, Joliet, IL 60433 for the purpose of conducting regular business.

CALL TO ORDER: President Ken Scholtes called the meeting to order at 10:03 am.

ROLL CALL:

PRESENT: Trustees Ken Scholtes, Robert Scholtes, Scott Matthews and Harold O'Mara

ABSENT: Trustee Romar Salinas

ALSO PRESENT: Tom Grooms, Premier Asset Management; Jerry Marzullo, Puchalski, Goodloe, Marzullo, LLP (*arrived at 10:05 am*); A.J. Weber, Trinette Gardner and Robina Amato, Lauterbach & Amen, LLP (L&A)

PUBLIC COMMENT: There was no public comment.

APPROVAL OF MEETING MINUTES: *May 8, 2017 Regular Meeting Minutes:* The Board reviewed the minutes from the May 8, 2017 regular meeting. A motion was made by Trustee Robert Scholtes and seconded by Trustee O'Mara to approve the May 8, 2017 regular meeting minutes, pending a correction of Gail Hartley's name in the Accountant's Report section. Motion carried unanimously by voice vote.

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

ACCOUNTANT'S REPORT – LAUTERBACH & AMEN, LLP: *Monthly Financial Report:* The Board reviewed the Monthly Financial Report for the eight-month period ending April 30, 2017 prepared by L&A. As of April 30, 2017, the net position held in trust for pension benefits is \$2,714,599.22 with a change in position of \$180,061.81. The Board also reviewed the Cash Analysis Report, Revenue Report, Expense Report, Member Contribution Report and Payroll Journal.

Mr. Marzullo arrived to the meeting at 10:05 am

Presentation and Approval of Bills: The Board reviewed the Vendor Checks Report for the period February 1, 2017 through April 30, 2017 for a total disbursement of \$11,752.58. A motion was made by Trustee Robert Scholtes and seconded by Trustee Ken Scholtes to accept the Monthly Financial Report as presented and to approve the disbursements shown on the Vendor Checks Report in the amount of \$11,752.58. Motion carried unanimously by voice vote.

Additional Bills: The Board reviewed one additional bill for approval:

- L&A Invoice #22813 in the amount of \$425.00 for Pension Services Administration for the month of June 2017. The Board noted that all L&A invoices are on auto pay per the L&A engagement letter and are paid as they are issued to the Board.

INVESTMENT REPORT – PREMIER ASSET MANAGEMENT: *Portfolio Review:* Mr. Grooms presented the Monthly Investment Report for the period ending July 31, 2017. As of July 31, 2017, the net return for the period 06/30/16 through 07/31/17 is 8.58% and the ending market value is \$2,266,759.67. The current asset allocation is as follows: government bonds at 3%, municipal bonds at 6%, corporate bonds at 23%, CDs at 28%, equities at 34%, and cash and equivalents at 6%.

Mr. Grooms recommended a transfer of \$100,000.00 from existing cash into equities over the next 90 days. A motion was made by Trustee O'Mara and seconded by Trustee Matthews to approve the transfer as recommended. Motion carried unanimously by voice vote.

Mr. Grooms also recommended a transfer of \$46,000.00 cash from the Schwab account in addition to proceeds from maturing CDs into fixed income over the next 90 days. A motion was made by Trustee Matthews and seconded by Trustee O'Mara to approve the recommended transfer. Motion carried unanimously by voice vote.

COMMUNICATIONS AND REPORTS *Affidavits of Continued Eligibility:* The Board noted that L&A mailed Affidavits of Continued Eligibility to all pensioners with the June payroll cycle and a due date of July 31st. The Board noted that all affidavits have been received and originals were given to the Board for recordkeeping.

Active Member File Maintenance: The Board noted that L&A prepared Active Member File Maintenance letters that were distributed in February of 2017. The Board noted they would like to remain on a February annual cycle for Active Member File Maintenance Letters.

TRUSTEE TRAINING UPDATES: The Board reviewed the Trustee Training Summary and discussed upcoming training opportunities. The Board was reminded to submit all training certificates to L&A for recordkeeping.

APPLICATIONS FOR MEMBERSHIP/WITHDRAWALS FROM THE FUND: There were no applications for membership at this time.

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

OLD BUSINESS: There was no old business at this time.

NEW BUSINESS: *Discussion Regarding Changes to Schwab Fees and Compensation:* The Board noted the changes in fees and compensation associated with Charles Schwab have decreased and mailers were sent to all clients informing them of the changes. No action is needed at this time.

ATTORNEY'S REPORT: *Legal Updates:* Mr. Marzullo discussed recent court cases and decisions with the Board and answered all questions.

CLOSED SESSION: There was no closed session needed at this time.

ADJOURNMENT: A motion was made by Trustee Scholtes and seconded by Trustee O'Mara to adjourn the meeting at 10:50 am. Motion carried unanimously by voice vote.

Respectfully submitted,



Robert Scholtes, Board Secretary

Minutes prepared by Robina Amato, Pension Services Administrator, Lauterbach & Amen

~ The next regular meeting is scheduled for Monday November 6, 2017 at 10:00 am ~