

**MINUTES OF A REGULAR MEETING OF THE
OTTAWA POLICE PENSION FUND BOARD OF TRUSTEES
JANUARY 18, 2022**

A regular meeting of the Ottawa Police Pension Fund Board of Trustees was held on Tuesday, January 18, 2022 at 10:00 a.m. via videoconference without a quorum of the public body physically present at the Board's regular meeting location because of a disaster declaration related to COVID-19 public health concerns affecting the City of Ottawa. The Ottawa Police Pension Fund Board President has determined that an in-person meeting with all participants is not practical, prudent or feasible because of the disaster. The regular meeting is set for the purposes in the following agenda:

CALL TO ORDER: Trustee Hilton called the meeting to order at 10:01 a.m.

ROLL CALL:

PRESENT: Trustees Joe Hilton, Randy Baxter, Dena Weber and Brad Bohler
ABSENT: Trustee Eric Ganiere
ALSO PRESENT: Lainie Grabowski and Jess Doogan (*arrived at 10:49 a.m.*), Lauterbach & Amen, LLP (L&A); Keven Steward, First National Bank; Greg Kiesewetter, Cook Castle Associates, LLC

PUBLIC COMMENT: There was no public comment.

APPROVAL OF MEETING MINUTES: *October 26, 2021 Regular Meeting:* The Board reviewed the October 26, 2021 regular meeting minutes. A motion was made by Trustee Weber and seconded by Trustee Bohler to approve the October 26, 2021 regular meeting minutes as written. Motion carried by roll call vote.

AYES: Trustees Hilton, Baxter, Weber and Bohler
NAYS: None
ABSENT: Trustee Ganiere

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 seven-month period ending November 30, 2021 prepared by L&A. As of November 30, 2021, the net position held in trust for pension benefits is \$29,056,093.34 for a change in position of \$969,720.90 The Board also reviewed the Cash Analysis Report, Revenue Report, Expense Report, Member Contribution Report, Payroll Journal and the Vendor Check Report for the period September 1, 2021 through November 30, 2021 for total disbursements of \$119,776.51 A motion was made by Trustee Hilton and seconded by Trustee Weber to accept the Monthly Financial Report as presented and to approve the disbursements shown on the Vendor Check Report in the amount of \$119,776.51. Motion carried by roll call vote.

AYES: Trustees Hilton, Baxter, Weber and Bohler
NAYS: None
ABSENT: Trustee Ganiere

Additional Bills, if any: The Board reviewed the following additional bill for approval: Roenfeldt & Lockas, P.C. invoice in the amount of \$13,000 for the 2021 Audit. A motion was made by Trustee Bohler and seconded by Trustee Baxter to approve the additional bill as presented. Motion carried by roll call vote.

AYES: Trustees Hilton, Baxter, Weber and Bohler
NAYS: None
ABSENT: Trustee Ganiere

INVESTMENT REPORT – FIRST NATIONAL BANK: *Quarterly Performance Review:* Mr. Steward presented the Investment Portfolio Summary for the period ending December 31, 2021. As of December 31, 2021, the market value of the portfolio is \$29,675,796.25. The year-to-date investment return on the portfolio is 2.56%. The current portfolio asset allocation is as follows: 71.69% Equities, 28.02% Fixed Income and 0.29% Cash and Equivalent. All questions were answered by Mr. Steward.

Review/Update Investment Policy: The Board discussed the Investment Policy and determined that no changes are required at this time.

COMMUNICATIONS AND REPORTS: *Statements of Economic Interest:* The Board noted that the List of Filers must be submitted to the County by the city by February 1, 2022. Statements of Economic Interest will be sent to all registered filers who will need to respond by the deadline of May 1, 2022.

TRUSTEE TRAINING UPDATE: 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: There were no trustee training registration fees or reimbursable expenses presented for approval.

IPOPIF UPDATES: *Review/Approve – Appointment of Authorized Agents in Accordance with IPOPIF Rule No. AR-2021-01:* The Board reviewed IPOPIF Administrative Rule 2021-01. A motion was made by Trustee Bohler and seconded by Trustee Baxter to appoint Trustees Ganiere and Hilton as authorized agents for the Ottawa Police Pension Fund in accordance with Rule 2021-01 and to authorize signatures by the Board President and Secretary. Motion carried by roll call vote.

AYES: Trustees Hilton, Baxter, Weber and Bohler

NAYS: None

ABSENT: Trustee Ganiere

Acknowledge IPOPIF Notice of Transfer Date, Adopt Resolution of Notice and Execute Exhibits: The Board acknowledged the IPOPIF Notice of Transfer Date as March 1, 2022. A motion was made by Trustee Bohler and seconded by Trustee Baxter to acknowledge the transfer date, adopt the resolution of notice and authorize Trustee Hilton to execute the associated exhibits on behalf of the Fund. Motion was carried by roll call vote.

AYES: Trustees Hilton, Baxter, Weber and Bohler

NAYS: None

ABSENT: Trustee Ganiere

IPOPIF Status Update and Discussion/Possible Action to be Taken on all IPOPIF Requests Pertaining to Consolidation: There were no new requests pertaining to consolidation.

Identification of Local Account(s) for Cash: The Board noted First National Bank and BMO Harris are the Funds designated local cash accounts.

Interim Cash Management Policy: The Board reviewed the cash analysis projection prepared by L&A and discussed interim cash requisite for the purpose of remitting pension benefits and expenses for February and the sixty-day period subsequent to the March 1, 2022 tranche date. A motion was made by Trustee Baxter and seconded by Trustee Bohler to maintain an interim transition cash balance of \$1,000,000 in the BMO Harris Bank account. Motion carried by roll call vote

AYES: Trustees Hilton, Baxter, Weber and Bohler
NAYS: None
ABSENT: Trustee Ganiere

Review/Possible Action – Local Account Collateralization: The Board reviewed the memorandum prepared by L&A regarding the opportunity to collateralize the BMO Harris Bank operating account in excess of the standard \$250,000 FDIC insurance coverage. A motion was made by Trustee Weber and seconded by Trustee Hilton to authorize Trustee Hilton to execute the tri-party pledge depository agreement on behalf of the Fund. Motion carried by roll call vote.

AYES: Trustees Hilton, Baxter, Weber and Bohler
NAYS: None
ABSENT: Trustee Ganiere

APPLICATIONS FOR MEMBERSHIP/WITHDRAWALS FROM THE FUND: *Application for Membership – Charles Hooper:* The Board reviewed the Application for Membership submitted by Charles Hooper. A motion was made by Trustee Baxter and seconded by Trustee Bohler to accept Charles Hooper into the Ottawa Police Pension Fund effective January 9, 2022, as a Tier II participant. Motion carried by roll call vote.

AYES: Trustees Hilton, Baxter, Weber and Bohler
NAYS: None
ABSENT: Trustee Ganiere

APPLICATION FOR RETIREMENT/DISABILITY BENEFITS: *Status of Disability Application – Dave Hollowell:* The Board noted that they are currently waiting on Mr. Hollowell's medical records and once received his independent medical examinations will be scheduled. Further discussion will be held at the next regular meeting.

OLD BUSINESS: *Review/Approve – Transfer of Creditable Service – Randy Slimko-Leininger:* The Board discussed Randy Slimko-Leininger's transfer of creditable service under portability. A motion was made by Trustee Bohler and seconded by Trustee Hilton to authorize Lauterbach and Amen, LLP to issue payment on behalf of the Ottawa Police Pension Fund in the amount of \$32,176.34 to the Oglesby Police Pension Fund. Motion carried by roll call vote.

AYES: Trustees Hilton, Baxter, Weber and Bohler
NAYS: None
ABSENT: Trustee Ganiere

Ms. Doogan arrived at 10:49 a.m.

Discussion/Possible Action – Benefit Discrepancies: The Board discussed the overpayment of surviving spouse Rachel Corden as shown on the calculation sheet prepared by L&A. A motion was made by Trustee Weber and seconded by Trustee Baxter to amend the monthly payment from \$2,216 to \$2,155 and authorize L&A to issue correspondence to Ms. Corden as discussed. Motion carried by roll call vote.

AYES: Trustees Hilton, Baxter, Weber and Bohler
NAYS: None
ABSENT: Trustee Ganiere

The Board discussed the underpayment of surviving spouse Elizabeth Rice as shown on the calculation sheet prepared by L&A. A motion was made by Trustee Baxter and seconded by Trustee Bohler to adjust the monthly benefit to the corrected amount of \$2,067.88 and issue payment in the amount to \$7,044.72 plus the inclusion of the applicable interest rate not to exceed 10% and authorized L&A to issue correspondence to the Ms. Rice as discussed. Motion carried by roll call vote.

AYES: Trustees Hilton, Baxter, Weber and Bohler
NAYS: None
ABSENT: Trustee Ganiere

The Board discussed the overpayment of Daniel Sedlock and Gail Lowe as shown by the calculation sheet prepared by L&A. A motion was made by Trustee Weber and seconded by Trustee Baxter to amend the benefit amount from \$4,956.36 to \$4,945.61 maintaining the 50/50 split in the original QILDRO paperwork and authorize L&A to issue correspondence to Mr. Sedlock and Ms. Lowe as discussed. Motion carried by roll call vote.

AYES: Trustees Hilton, Baxter, Weber and Bohler
NAYS: None
ABSENT: Trustee Ganiere

ATTORNEY'S REPORT: QILDRO – Sedlock and Hite: The Board noted that Trustee Hilton issued correspondence to Albert Hite and Jane Wilson requesting the QILDRO Calculation Order that was never received by the Board, but to date no response has been received. A motion was made by Trustee Hilton and seconded by Trustee Bohler to continue with the payments as previously calculated until the QILDRO Calculation Order is received. Motion carried by roll call vote.

AYES: Trustees Hilton, Baxter, Weber and Bohler
NAYS: None
ABSENT: Trustee Ganiere

The Board noted that Trustee Hilton issued correspondence to Daniel Sedlock and Gail Lowe requesting the QILDRO Calculation Order that was never received by the Board, but to date no response has been received. A motion was made by Trustee Hilton and seconded by Trustee Bohler to continue with the payments as previously calculated until the QILDRO Calculation Order is received. Motion carried by roll call vote.

AYES: Trustees Hilton, Baxter, Weber and Bohler
NAYS: None
ABSENT: Trustee Ganiere

NEW BUSINESS: Approve Annual Cost of Living Adjustments for Pensioners: The Board reviewed the 2022 Cost of Living Adjustments (see attached) calculated by L&A. A motion was made by Trustee Bohler and seconded by Trustee Baxter to approve all non-benefit discrepancy 2022 Cost of Living Adjustments as required by statute and calculated by L&A. Motion carried by roll call vote.

AYES: Trustees Hilton, Baxter, Weber and Bohler
NAYS: None
ABSENT: Trustee Ganiere

Review Trustee Term Expirations and Election Procedures: The Board noted that that no Trustee terms expire in 2022.

Discussion/Possible Action –Fiduciary Liability Insurance: The Board reviewed the fiduciary liability insurance proposal provided by Cook Castle Associates, LLC, Inc through Euclid Specialty. A motion was made by Trustee Bohler and seconded by Trustee Baxter to approve payment of the fiduciary liability insurance policy in the amount of \$7,050.00 contingent on the requested underwriter changes. Motion carried by roll call vote.

AYES: Trustees Hilton, Baxter, Weber and Bohler
NAYS: None
ABSENT: Trustee Ganiere

Mr. Kiesewetter left the meeting at 12:10 p.m.

Discussion/Possible Action – Annual Audit Report: The Board reviewed the Annual Audit Report prepared by Roenfeldt & Lockas, P.C. A motion was made by Trustee Hilton and seconded by Trustee Weber to accept the Annual Audit report as prepared. Motion carried by roll call vote.

AYES: Trustees Hilton, Baxter, Weber and Bohler
NAYS: None
ABSENT: Trustee Ganiere

Review/Adopt – Municipal Compliance Report: The Board reviewed the Municipal Compliance Report prepared by L&A. A motion was made by Trustee Bohler and seconded by Trustee Hilton to adopt the MCR as prepared and to authorize signatures by the Board President and Secretary. Motion carried by roll call vote.

AYES: Trustees Hilton, Baxter, Weber and Bohler
NAYS: None
ABSENT: Trustee Ganiere

ATTORNEY’S REPORT (CONTINUED): *Legal Updates:* The Board reviewed the *Legal and Legislative Update* quarterly newsletter; highlighting consolidation updates and recent court decisions and pension news with the Board.

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

ADJOURNMENT: A motion was made by Trustee Baxter and seconded by Trustee Hilton to adjourn the meeting at 12:17 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for Tuesday, April 12, 2022 at 8:00 a.m.

Board President or Secretary

Minutes approved by the Board of Trustees on _____

Minutes prepared by Lainie Grabowski, Pension Services Administrator, Lauterbach & Amen, LLP

Ottawa Police Pension Fund
Annual Benefit Increases (COLA)
Effective as of January 1, 2022

Pensioner	Type of Pension	Notes	Prior Benefit	COLA Increase	Current Benefit	Annualized Benefit
Anderson, Robert E.	Service		4,678.18	140.35	4,818.53	57,822.36
Baxter, Barry L.	Service		5,431.92	0.00	5,431.92	65,183.04
Baxter, Dale F.	Service		6,030.19	180.91	6,211.10	74,533.20
Baxter, James L.	Service		4,015.97	120.48	4,136.45	49,637.40
Baxter, Randall M.	Service		4,893.84	146.82	5,040.66	60,487.92
Condron, Rachel	Spouse		2,216.00	0.00	2,216.00	26,592.00
Cox, Gary	Service		5,082.12	152.46	5,234.58	62,814.96
Dammann, Marilyn	Spouse		1,000.00	0.00	1,000.00	12,000.00
Elliot, Gregory L.	Service		5,083.94	152.52	5,236.46	62,837.52
Fischer, Matthew C.	Service		4,627.72	0.00	4,627.72	55,532.64
Franzetti, Frank A.	Service		6,329.32	189.88	6,519.20	78,230.40
Govero, Georgia	Spouse		3,540.02	0.00	3,540.02	42,480.24
Gualandri, David A.	Service		6,572.56	0.00	6,572.56	78,870.72
Guinnee, David J.	Service		2,786.88	83.61	2,870.49	34,445.88
Haas, David A.	Service		3,481.71	104.45	3,586.16	43,033.92
Hardy, Patrick A.	Service		5,555.33	0.00	5,555.33	66,663.96
Hite, Albert L.	Service		2,999.08	125.51	3,124.59	37,495.08
Hite, Albert L. - QILDRO	QILDRO		1,184.74	0.00	1,184.74	14,216.88
Hylin, Robert W.	Service		4,055.68	121.67	4,177.35	50,128.20
Johnson, Garry L. II	Service		5,158.37	0.00	5,158.37	61,900.44
Katrein, Thomas F.	Service		3,655.73	109.67	3,765.40	45,184.80
Kessinger, Kenneth M.	Service		5,858.05	0.00	5,858.05	70,296.60
Kusnerik, Duane A.	Service		2,407.94	72.24	2,480.18	29,762.16
McDonald, Spencer G.	Service		2,371.70	71.15	2,442.85	29,314.20
Pinter, William D.	Service		4,526.86	0.00	4,526.86	54,322.32
Pitstick, Paul V.	Service		5,296.61	158.90	5,455.51	65,466.12
Quinn, Henrietta	Spouse		1,000.00	0.00	1,000.00	12,000.00
Quinn, Jason R.	Service		3,563.56	0.00	3,563.56	42,762.72
Rice, Elizabeth J.	Spouse		2,003.38	0.00	2,003.38	24,040.56
Rowlee, Eric L.	Service		4,913.45	147.40	5,060.85	60,730.20
Schmidtz, Darrin G.	Service		5,884.55	0.00	5,884.55	70,614.60
Sedlock, Daniel Jr.	Service		2,478.18	74.35	2,552.53	30,630.36
Sedlock, Daniel Jr. - QILDRO	QILDRO		2,478.18	74.35	2,552.53	30,630.36
Whiteaker, Larry J.	Service		6,523.04	195.69	6,718.73	80,624.76
Zeglis, Anthony F.	Service		4,966.01	0.00	4,966.01	59,592.12
Zeilmann, Brian L.	Service		6,897.59	206.93	7,104.52	85,254.24
Totals			149,548.40	2,629.34	152,177.74	1,826,132.88

Ottawa Police Pension Fund
Summary of Benefit Changes and Notes
Effective as of January 1, 2022

Pensioner	Reason	Date	Amount of Change	New Monthly Benefit
Quinn, Jason R.	Initial Increase	2/1/2022	525.63	4,089.19
Schmidtz, Darrin G.	Initial Increase	1/1/2023	882.68	6,767.23
Kessinger, Kenneth M.	Initial Increase	5/1/2024	878.71	6,736.76
Pinter, William D.	Initial Increase	9/1/2024	667.71	5,194.57
Hardy, Patrick A.	Initial Increase	4/1/2025	833.30	6,388.63
Baxter, Barry L.	Initial Increase	6/1/2025	801.21	6,233.13
Fischer, Matthew C.	Initial Increase	6/1/2025	694.16	5,321.88
Zeglis, Anthony F.	Initial Increase	1/1/2026	732.49	5,698.50
Gualandri, David A.	Initial Increase	7/1/2026	985.88	7,558.44
Johnson, Garry L. II	Initial Increase	8/1/2026	760.86	5,919.23

Notes

1. Condron, Rachel - Benefit Discrepancy - Pending Board Resolution
2. Hite, Albert L. - Benefit Discrepancy - COLA's Granted Pending Board Resolution
3. Rice, Elizabeth J. - Benefit Discrepancy - Pending Board Resolution
4. Sedlock, Daniel Jr. - QILDRO - Benefit Discrepancy - COLA's Granted Pending Board Resolution