

**MINUTES OF A REGULAR MEETING OF THE  
OTTAWA POLICE PENSION FUND BOARD OF TRUSTEES  
AUGUST 4, 2022**

A regular meeting of the Ottawa Police Pension Fund Board of Trustees was held on Thursday, August 4, 2022 at 10:00 a.m. at the Ottawa City Hall located at 301 W. Madison Street, Ottawa, Illinois 61350 pursuant to notice:

**CALL TO ORDER:** Trustee Hilton called the meeting to order at 10:00 a.m.

**ROLL CALL:**

**PRESENT:** Trustees Joe Hilton, Randy Baxter, Dena Weber, Brad Bohler and Eric Ganiere

**ABSENT:** None

**ALSO PRESENT:** Lainie Grabowski, Lauterbach & Amen, LLP (L&A); Officer Mike Cheatham, City of Ottawa; Steve Calcaterra, The Law Offices of Steven Calcaterra & Associates. PC

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

**APPROVAL OF MEETING MINUTES:** *April 12, 2022 Regular Meeting:* The Board reviewed the April 12, 2022 regular meeting minutes. A motion was made by Trustee Weber and seconded by Trustee Ganiere to approve the April 12, 2022 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.

**ACCOUNTANT'S REPORT – LAUTERBACH & AMEN, LLP:** *Monthly Financial Report and Presentation and Approval of Bills:* The Board reviewed the Monthly Financial Report for the one-month period ending May 31, 2022 prepared by L&A. As of May 31, 2022, the net position held in trust for pension benefits is \$26,570,781.42 for a change in position of (\$60,844.23). 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 of March 1, 2022 through May 31, 2022 for total disbursements of \$729,258.79. A motion was made by Trustee Ganiere and seconded by Trustee Bohler to accept the Monthly Financial Report as presented and to approve the disbursements shown on the Vendor Check Report in the amount of \$729,258.79. Motion carried by roll call vote.

**AYES:** Trustees Hilton, Baxter, Weber, Bohler and Ganiere

**NAYS:** None

**ABSENT:** None

*Additional Bills, if any:* The Board reviewed the reimbursement request submitted by Trustee Hilton in the total amount of \$143.16 for Disability Hearing Supplies.

The Board also reviewed the following additional bills for approval:

- Steven Calcaterra & Assoc. invoice # 15273 in the amount of \$1,312.50 for Attendance of Regular Meetings for October 26, 2021 and April 12, 2022.
- Steven Calcaterra & Assoc. invoice #15272 in the amount of \$3,866.71 for General Legal Matters for the period of December 2021-August 2022.

A motion was made by Trustee Baxter and seconded by Trustee Hilton to approve the reimbursement of Disability Hearing Supplies and the additional bills as presented. Motion carried by roll call vote.

**AYES:** Trustees Hilton, Baxter, Weber, Bohler and Ganiere

**NAYS:** None

**ABSENT:** None

*Discussion/Possible Action – Cash Management Policy:* The Board noted there is a sufficient cash reserve for the purpose of remitting pension benefits and administrative expenses at this time. Further discussion will be held at the next regular meeting.

*Discussion/Possible Action First National Bank Bonds:* The Board discussed the bonds held with First National Bank Bonds that did not transfer to State Street at the time of the investment asset consolidation transfer. The Board noted the bonds will remain with First National Bank at this time.

**INVESTMENT REPORT: IPOPIF – Verus Advisory, Inc:** The Board noted the investment report from Verus Advisory Inc. has not been received to date.

*State Street Statements:* The Board reviewed the State Street Statement for the period ending June 30, 2022. The beginning value was \$25,135,300.74, the ending value was \$23,657,340.96 and the net return was (5.88%).

**COMMUNICATIONS AND REPORTS: Active Member File Maintenance:** The Board noted that L&A has prepared Active Member File Maintenance letters for distribution to all active members requesting any additional pension file documents.

*Affidavits of Continued Eligibility:* The Board noted that all 2022 Affidavits of Continued Eligibility have been received by L&A. The originals were provided to the Board for their records.

**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:* The Board reviewed the Trustee Training Reimbursement to Trustee Baxter in the total amount of \$275 for IPPFA Trustee Training Registration. A motion was made by Trustee Hilton and seconded by Trustee Weber to approve the Trustee training reimbursement as presented. Motion carried by roll call vote.

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

**IPOPIF UPDATES: Review/Approve – Resolution to Appoint Account Representative – Sue Hill on the eCFM Access Form:** The Board reviewed resolution 2022-02 appointing Susan Hill from L&A to the eCFM Access Form. A motion was made by Trustee Hilton and seconded by Trustee Bohler to approve resolution 2022-02 as presented and directed L&A to submit the resolution to IPOPIF on the Boards behalf. Motion carried by roll call vote.

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

*IPOPIF Status Update and Discussion/Possible Action to be Taken on all IPOPIF Requests Pertaining to Consolidation:* The Board noted that there are no additional requests from IPOPIF that require action at this time.

**APPLICATIONS FOR MEMBERSHIP/WITHDRAWALS FROM THE FUND: Withdrawal from the Fund – Stephanie Nelson:** The Board noted that Stephanie Nelson resigned from the Ottawa Police Department April 28, 2022 and there has been no request for a contribution refund to date. Updates will be provided to the Board as they become available.

*Applications for Membership – Joel Smith:* The Board reviewed the Application for Membership submitted by Joel Smith. A motion was made by Trustee Ganiere and seconded by Trustee Baxter to accept Joel Smith into the Ottawa Police Pension Fund effective May 18, 2022, as a Tier II participant. Motion carried by roll call vote.

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

**APPLICATION FOR RETIREMENT/DISABILITY BENEFITS:** *Status of Disability Application – David Hollowell:* Trustee Hilton informed the Board that Dave Hollowell's disability hearing is scheduled for August 29, 2022. Attorney Calcaterra informed the Board of the process of a disability hearing. All questions were answered by Attorney Calcaterra.

**OLD BUSINESS:** *Discussion/Possible Action – Contribution Repayment – David Hollowell:* The Board discussed the repayment of contribution due from David Hollowell and noted that correspondence was sent to Mr. Hollowell, but no response has been received to date. The Board directed L&A to recalculate the repayment amount to reflect the current contributions owed. The Board also directed Attorney Calcaterra to issue correspondence to Mr. Hollowell's legal counsel.

**APPLICATION FOR RETIREMENT/DISABILITY BENEFITS (CONTINUED):** The Board reviewed resolution 2022-03 which resolves the death of Brian Sember as a Line of Duty Death. A motion was made by Trustee Hilton and seconded by Trustee Ganiere to adopt the resolution 2022-03 as presented and to authorize signatures by the Board Board President and Secretary. Motion carried by roll call vote.

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

*Approval of Line of Duty Death Benefit – Brian Sember:* The Board noted that Brian Sember passed away on April 3, 2022. The Board reviewed the surviving dependent benefit calculation for Brynne Sember with an effective date of May 1, 2022 for a monthly benefit of \$6,802.37 with no additional increases.

The Board also reviewed the retro pay variance for Brynne Sember calculated by L&A in the amount of \$11,274.94.

A motion was made by Trustee Weber and seconded by Trustee Bohler to approve the surviving dependent benefit and retro payment for Brynne Sember as calculated by L&A. Motion carried by roll call vote.

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

**OLD BUSINESS (CONTINUED):** Trustee Hilton informed the Board that Zabel & Associates will be performing audit services for the Ottawa Police Pension Fund.

**NEW BUSINESS:** *Board Officer Elections – President, Vice President, Secretary and Assistant Secretary:* The Board discussed Board Officer Elections and nominated the following slate of Officers: Trustee Hilton as President; Trustee Baxter as Vice President; Trustee Ganiere as Secretary; and Trustee Weber as Assistant Secretary. A motion was made by Trustee Baxter and seconded by Trustee Hilton to elect the slate of Officers as stated. Motion carried by roll call vote.

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

*FOIA Officer and OMA Designee:* The Board discussed maintaining Trustee Hilton as the FOIA Officer and OMA Designee. A motion was made by Trustee Hilton and seconded by Trustee Baxter to maintain Trustee Hilton as the FOIA Officer and OMA Designee. Motion carried by roll call vote.

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

*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.

*Portability Update – Joel Smith and Joshua Jabczynski:* The Board noted that Joel Smith submitted an application to combine creditable service under portability and calculations are in process. Updates will be provided to the Board as they become available.

The Board also noted that L&A mailed correspondence to Joshua Jabczynski regarding his request to calculate the amount of money due to the Ottawa Police Pension Fund to combine creditable service under portability. Joshua Jabczynski has elected to proceed with the service purchase and will repay the True Cost through payroll deductions.

**ATTORNEY'S REPORT:** *Legal Updates:* Attorney Calcaterra provided legislative updates pertaining to Article 3 Pension Funds; including recent court cases and decisions, as well as general pension matters.

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

**ADJOURNMENT:** A motion was made by Trustee Baxter and seconded by Trustee Ganiere to adjourn the meeting at 10:54 a.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for Tuesday, October 25, 2022 at 10:00 a.m.

  
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Board President or Secretary

Minutes approved by the Board of Trustees on \_\_\_\_\_

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