

**MINUTES OF A REGULAR MEETING OF THE
OTTAWA POLICE PENSION FUND BOARD OF TRUSTEES
OCTOBER 24, 2023**

A regular meeting of the Ottawa Police Pension Fund Board of Trustees was held on Tuesday, October 24, 2023 at 10:00 a.m. in the 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 and Eric Ganiere

ABSENT: Trustee Brad Bohler

ALSO PRESENT: Lainie Grabowski, Lauterbach & Amen, LLP (L&A); Captain Mike Cheatham, Ottawa Police Department; Treasurer Don Harris, City of Ottawa, Attorney Steve Calcaterra, The Law Offices of Steven Calcaterra & Associates

PUBLIC COMMENT: There was no public comment.

APPROVAL OF MEETING MINUTES: *July 18, 2023 Regular Meeting:* The Board reviewed the July 18, 2023 regular meeting minutes. A motion was made by Trustee Weber and seconded by Trustee Ganiere to approve the July 18, 2023 regular meeting minutes as written. Motion carried unanimously by voice vote.

ACCOUNTANT'S REPORT – LAUTERBACH & AMEN, LLP: *Monthly Financial Report and Presentation and Approval of Bills:* The Board reviewed the Monthly Financial Report for the five-month period ending September 30, 2023 prepared by L&A. As of September 30, 2023, the net position held in trust for pension benefits is \$27,999,529.55 for a change in position of \$962,610.60. The Board also reviewed the Cash Analysis Report, Revenue Report, Expense Report, Member Contribution Report, Payroll Journal, Quarterly Deduction Report, Quarterly Transfer Report and the Quarterly Disbursement Report for the period July 1, 2023 through September 30, 2023 for total disbursements of \$9,757.02. A motion was made by Trustee Baxter and seconded by Trustee Ganiere to accept the Monthly Financial Report as presented and to approve the disbursements shown on the Quarterly Disbursement Report, in the amount of \$9,757.02. Motion carried by roll call vote.

AYES: Trustees Hilton, Baxter, Weber and Ganiere

NAYS: None

ABSENT: Trustee Bohler

Additional Bills, if any: The Board reviewed the following additional bill for approval:

- IPFA invoice # 7838 in the amount of \$795 for 2024 IPPFA Membership Dues.
- Trustee Hilton reimbursement in the amount of \$106.49 Microsoft 360 Software Subscription.

A motion was made by Trustee Weber and seconded by Trustee Ganiere to approve the additional bill as presented. Motion carried by roll call vote.

AYES: Trustees Hilton, Baxter, Weber and Ganiere

NAYS: None

ABSENT: Trustee Bohler

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. A motion was made by Trustee Hilton and seconded by Trustee Ganiere to transfer \$630,725.70 from the First National Bank operating account to the First National Bank Money Market account. Motion carried by roll call vote.

AYES: Trustees Hilton, Baxter, Weber and Ganiere

NAYS: None

ABSENT: Trustee Bohler

Repeat Monthly Withdrawal Instructions for 2024: The Board reviewed the Repeat Withdrawal Instructions for 2024. Further discussion will be held at the next regular meeting under the Cash Management Policy section of the agenda.

INVESTMENT REPORT: IPOPIF – Verus Advisory, Inc: The Board reviewed the IPOPIF Investment Performance Review prepared by Verus Advisory, Inc. for the period ending September 30, 2023. As of September 30, 2023, the one-month total net return is (2.9%) and the year-to-date total net return is 4.5% for an ending market value of \$9,196,231,760.

State Street Statements: The Board reviewed the State Street Statement for the period ending September 30, 2023. The beginning value was \$25,826,244.88, the ending value was \$25,071,349.86 and the net return was (2.92%).

COMMUNICATIONS AND REPORTS: There were no communications or reports.

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.

APPLICATIONS FOR MEMBERSHIP/WITHDRAWALS FROM THE FUND: *Withdrawal from the Fund – Nicholas Pagan:* The Board noted that Nicholas Pagan resigned August 3, 2023 and no contribution refund has been requested to date. Updates will be provided as they become available.

Contribution Refund – Noah Hill: The Board reviewed the contribution refund request submitted by Noah Hill. A motion was made by Trustee Baxter and seconded by Trustee Ganiere to approve Noah Hill's contribution refund in the amount of \$2,842.29 paid directly to himself issued on November 1, 2023. Motion carried by roll call vote.

AYES: Trustees Hilton, Baxter, Weber and Ganiere

NAYS: None

ABSENT: Trustee Bohler

Applications for Membership – Jacob Callahan and Alexander Jordon: The Board reviewed the Applications for Membership submitted by Jacob Callahan and Alexander Jordon. A motion was made by Trustee Ganiere and seconded by Trustee Weber to accept Jacob Callahan as a Tier I participant and Alexander Jordon as a Tier II participant into the Ottawa Police Pension Fund effective October 13, 2023. Motion carried by roll call vote.

AYES: Trustees Hilton, Baxter, Weber and Ganiere

NAYS: None

ABSENT: Trustee Bohler

APPLICATION FOR RETIREMENT/DISABILITY BENEFITS: *Approve Regular Retirement Benefits – Scott Cruz and Kevin O'Connor:* The Board reviewed the regular retirement benefit calculation for Scott Cruz prepared by L&A. Sergeant Cruz had an entry date of April 7, 1997, retirement date of July 31, 2023, effective date of pension of October 31, 2023, 50 years of age at date of retirement, 26 years of creditable service, applicable salary of \$110,531.20, applicable pension percentage of 65%, amount of originally granted monthly pension of \$5,987.11 and amount of originally granted annual pension of \$71,845.32. A motion was made by Trustee Baxter and seconded by Trustee Weber to approve Scott Cruz's regular retirement benefit calculated by L&A. Motion carried by roll call vote.

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

The Board reviewed the regular retirement benefit calculation for Kevin O'Connor prepared by L&A. Patrolman O'Connor had an entry date of June 22, 1998, retirement date of June 22, 2018, effective date of pension of December 17, 2023, 50 years of age at date of retirement, 20 years of creditable service, applicable salary of \$90,527.84, applicable pension percentage of 50%, amount of originally granted monthly pension of \$3,771.99 and amount of originally granted annual pension of \$45,263.88. A motion was made by Trustee Hilton and seconded by Trustee Baxter to approve Kevin O'Connor's regular retirement benefit calculated by L&A. Motion carried by roll call vote.

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

The Board noted that the IDOI calculation for the same benefit for Kevin O'Connor was approved at the October 9, 2018 meeting.

OLD BUSINESS: IDOI Annual Statement: The Board noted that the IDOI Annual Statement has been filed with the Illinois Department of Insurance prior to the October 31, 2023 deadline. No further action is necessary.

Discussion/Possible Action – New Contract Language: The Board discussed the new contract language regarding pickup contributions. A motion was made by Trustee Ganiere and seconded by Trustee Baxter to adopt Resolution 2023-03 acknowledging the new contract language prepared by President Hilton. Motion carried by roll call vote.

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

NEW BUSINESS: Review/Approve – Actuarial Valuation and Tax Levy Request: The Board noted the Actuarial Valuation prepared by Illinois Department of Insurance is still in process. Further discussion will be held at the next regular meeting.

Review/Adopt – Municipal Compliance Report: The Board noted the Actuarial Valuation prepared by Illinois Department of Insurance is still in process. Further discussion will be held at the next regular meeting.

Establish 2024 Board Meeting Dates: The Board discussed establishing the 2024 Board meeting dates as January 9, 2024; April 30, 2024; July 23, 2024; and October 29, 2024 at 10:00 a.m. in the City Hall located at 301 W. Madison Street, Ottawa, Illinois 61350. A motion was made by Trustee Hilton and seconded by Trustee Weber to establish the 2024 Board meeting dates as stated. Motion carried unanimously by voice vote.

ATTORNEY'S REPORT: Legal Updates: There were no legal updates provided.

Review/Approve – Duty Disability Annual Increase Application – David Hallowell: The Board discussed Mr. Hallowell's communication to L&A regarding a request an application for a Duty Disability annual increase. The Board directed L&A to direct Mr. Hallowell to submit a formal written request to the Board. Further discussion will be held at the next regular meeting.

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

ADJOURNMENT: A motion was made by Trustee Ganiere and seconded by Trustee Baxter to adjourn the meeting at 10:35 a.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for Tuesday, January 9, 2024 at 10:00 a.m.



Board President or Secretary

Minutes approved by the Board of Trustees on 01/09/24

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